

AARP Presents Life@50+ GENERAL INFORMATION

This section of the Exhibitor Service Manual is dedicated to information to help you plan your exhibit at AARP Presents Life@50+ . Topics are listed in alphabetical order for your convenience. In the event this manual does not address an issue relevant to your participation, please write or call AARP staff at the following address:

Tyrone Curtis
Exhibits Manager
tcurtis@aarp.org

Kevin M. Bullock
Manager
kbullock@aarp.org

AARP
Sponsorships & Exhibits
601 E Street, NW
Washington, DC 20049
Phone: (202) 434-2767
Fax: (202) 434-7681
Exhibits@aarp.org

AISLES:

Aisles in the exhibit hall will be carpeted in Tuxedo and will be 10' wide, unless otherwise noted on the official floor plan. This means that aisle carpet will abut your display carpet, making it essential for your display to fit within the confines of your booth.

In order for aisle carpet to be properly installed and cleaned, it is requested that your exhibit installation activities remain within the confines of your booth. At the conclusion of the convention, it is advised and requested that no booth equipment/crates/boxes remain in the aisles to afford quick and safe removal of the carpet during dismantling.

Aisle carpet will be cleaned daily. Each exhibitor must order exhibit booth carpet cleaning individually. Forms are provided in this manual.

ANNOUNCEMENTS:

The public address system of the Las Vegas Convention Center will not be used for the purpose of announcing exhibitor prizes or the location of individuals. Any announcements are intended for general event information and emergencies.

BOOTH SIGNS:

Each exhibitor is provided a booth identification sign, which measures 7" x 44."

CLEANING OF EXHIBITS:

Management will clean the exhibit hall aisles and lounge areas. It is the responsibility of each exhibitor to maintain the cleanliness of their exhibit throughout the show. A booth cleaning order form is provided in the Freeman Decorating Company section of this manual.

COLOR SCHEME:

Drape colors are Red and White where applicable. Aisle carpet is Tuxedo.

EMPTY BOXES/CRATES:

Empty boxes, crates, cases and cartons are not permitted on the exhibit floor. The removal and storage of empties are part of your material handling package. Upon set-up of your booth, empty boxes, crates, etc. that you will need at the end of the show should be labeled with "empty" stickers. These stickers are available from Freeman Decorating Company on-site. Freeman Decorating Company will

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remove these boxes from your booth and return them to you at the conclusion of the show, providing they are labeled with “empty” stickers.

EXHIBIT INSPECTION:

Each exhibit must be ready for inspection by AARP, on Wednesday, May 29 by 5:00 PM. At this time show management will inspect exhibits for compliance of all exhibit rules and regulations. The purpose of this inspection is to insure that all exhibits professionally maintain the mission and purpose of AARP Presents Life@50+ and do not in any way interfere with other exhibitors. **Please be certain that all materials you plan to distribute at the event are approved by AARP in advance of the event.** It is not necessary for an exhibitor to be present for inspection. You may leave a phone number and contact name within your booth, prominently displayed for show management to contact you in case of an inspection matter. If you wish to request a booth inspection while you are present in the exhibit, please stop by the exhibit management office and make arrangements for an early inspection of your booth. AARP may elect, in its sole discretion, to schedule inspection in advance to accommodate the needs of AARP and exhibitors.

HOTELS:

Hotel accommodations for exhibitors can be made at any of the Official Hotels listed in the Registration, Transportation & Housing section of the Exhibitor Service Manual.

An Exhibitor Group Housing Form is provided in the Registration, Transportation and Housing section of this manual. Please follow instructions on this form in order to secure your accommodations. The deadline for hotel reservations is March 15, 2013. You are advised to send in your housing form early in order to get your preferred hotel rooms. You may register on-line at <http://www.aarp.org/expostaff>

NOTE: SUBMIT YOUR HOTEL RESERVATION FORM EARLY. A LIMITED NUMBER OF ROOMS ARE AVAILABLE AND WILL BE RELEASED FOR GENERAL REGISTRATIONS/ATTENDEES.

MEDIA OPPORTUNITIES:

AARP Media Relations Department seeks input from exhibitors on newsworthy topics that are the result of or purpose for exhibitor participation at AARP Presents Life@50+. Please contact AARP at 202-434-2767 for a contact and more details.

ONLINE INFORMATION:

The AARP Webplace features a section dedicated to AARP Presents Life@50+ Exhibitors and the public are encouraged to access this site at www.aarp.org/events for the most up to date information on the event.

Freeman Decorating Company offers online services for exhibitors that wish to order their materials online. Please refer to the online ordering instructions.

AARP Presents Life@50+
GENERAL INFORMATION
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The Las Vegas Convention Center offers information through its website at www.lvcva.com

**SAFETY AND CONFORMITY TO
RULES AND REGULATIONS:**

Exhibits are treated much like construction, and are subject to many of the same rules and minimum requirements. Most of these rules and regulations are common sense. Follow these rules when constructing and dismantling your display.

- All materials used in booth construction should conform to the Las Vegas Convention Center General Operating Policies and Procedure Guidelines. Please refer to the Convention Center Services section of this manual.
- All exhibits must be confined to the booth area and must conform to AARP's Terms & Conditions. Aisles must be kept clear and all promotional activities must be confined to your contracted exhibit space; not in the aisles, foyers, seating areas, public spaces, or convention facilities, including hotels.
- Empty crates, cartons, etc. should not be stored in your booth, behind back drape, or in aisles. If you will require these "empty" containers at the conclusion of the show, label them with an "Empty" sticker. If you need empty containers removed from your booth, notify the general service contractor.
- Do not hang posters, signs, or objects from the back drape. Also, do not affix any items, nail, or glue materials to the walls or floors of the convention center.
- Use or storage of any and all bottled or compressed gasses or flammable liquid is strictly prohibited. Please refer to the Convention Center Services section of this manual for specific guidelines on bottled gasses.
- Helium balloons are prohibited in the exhibit halls and throughout the convention center.
- Specific guidelines apply to motorized vehicles and fuel in tanks. Please refer to the section titled "Vehicles - Motorized" in the General Information section of this manual.
- Fire fighting fixtures and equipment may not be blocked at any time. These include fire hose cabinets, extinguishers, emergency signal boxes, etc. Firefighting equipment must be kept visible at all times.
- Exhibitors are to use the main entrances of the exhibit halls for access. No short cuts through unauthorized areas will be allowed. Exhibitors are kindly asked to stay clear of areas marked "Authorized Personnel Only."
- Animals are not permitted in the Convention Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a

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pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

- Crowds are anticipated to occur in the exhibit hall in and around popular displays. It is incumbent on each exhibitor to respect the work of security and assist as necessary to prevent overcrowding in aisles or displays.

SAMPLING - FOODS & BEVERAGES:

Sampling of your product line is allowed on the exhibit floor from within your booth. Food and beverages distributed by exhibitors are limited as products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Please refer to the AARP Terms & Conditions for specific information.

The Las Vegas Convention Center has the exclusive distribution rights within the Las Vegas Convention Center of all food items and concessions. Exhibitors may distribute sample food and/or beverage products, provided general conditions are met and within written approval of the Las Vegas Convention Center.

Exhibitors are required to comply with all federal, state, and local laws, which govern the distribution and sampling of foods in order to meet specific health and sanitation guidelines. If you plan to distribute food, please contact the following:

Tyrone Curtis
Exhibits Manager
AARP
601 E Street, N.W.
Washington, DC 20049
Phone: (202) 434-2769
Fax: (202) 434- 7681
tcurtis@aarp.org

SECURITY:

24-Hour general security will be provided by AARP. General security covers proper access to the exhibit hall. That is, each person in the hall must have a legitimate purpose for being there and is properly badged. If you feel you need additional security for your display, please submit the Booth Coverage Exhibitor Order form located under the Other Equipment & Services section in the Exhibitor Service Manual.

Neither AARP nor the Las Vegas Convention Center service contractor is responsible for the safety of exhibitor's property. AARP will provide perimeter security for the exhibit hall, including set-up and move-out, on a 24-hour basis. Exhibitors assume all risk of loss or damage of any kind to their individual display, its contents, personal belongings of its exhibit staff, rental items, etc.

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SHIPPING (In-bound):

You may use any trucking company you wish to get your displays and goods to the exposition. Regardless of the means, UPS, FedEx, postal service, overnight courier, van line or common carrier, the following restrictions apply:

- You may ship in advance to the warehouse or directly to the convention center. While advance shipments are slightly more expensive, they are much more effective. (See Shipping/Freight section of this manual for more details).
- Freeman Decorating Company will accept advance shipments beginning Monday, April 29, 2013 at the address below and shipments must arrive at the warehouse no later than May 21, 2013. Late charges will apply to shipments arriving after this date at the warehouse. Advance shipments are consigned to:

Name of Exhibitor and Booth #
AARP Presents Life@50+
c/o Freeman
6675 West Sunset Road
Las Vegas, NV 89118
702-579-1400
MUST BE DELIVERED BY: May 21, 2013

- Direct shipments will be accepted starting on Tuesday, May 28, 2013. Direct shipments are consigned to:

Name of Exhibitor and Booth #
AARP Presents Life@50+
c/o Freeman
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
CANNOT BE DELIVERED BEFORE Tuesday, May 28, 2013

- Indicate the final destination on your shipping labels. You will incur additional charges if the label shows a different place than one of the two consignment addresses above. Make one large shipment instead of many small ones. Each time a shipment is handled, a minimum charge is applicable. Eliminate the extra handling and save yourself money.
- Alert the general service contractor, Freeman Decorating Company, in advance about your shipment. Follow the Material Handling instructions in the Shipping/Freight section of this manual.
- Make certain your shipment is properly insured.
- Ship all materials pre-paid. Freeman Decorating Company will not accept collect shipments.

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- Package your display and materials properly. Most damage to goods in transit can be avoided by using the correct packaging materials. Make certain cartons are securely taped and fastened.
- Make certain to ship your materials early, but within the allotted time frame for shipments. Please be aware that for advance and show-site in-bound shipments, charges may vary based on day and time of delivery. Please read the Freight Handling information page in the Shipping/Freight Section of the Freeman Decorating Company section of this manual. If you have any questions, please contact Freeman Decorating Company at 702-579-1400..

SHIPPING (International):

In addition to the above guidelines, shipments originating from countries other than the U.S. must be cleared through customs. Please contact Freeman Decorating Company or an official customs broker for additional information.

SHIPPING (Outbound):

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, Freeman Decorating Company will have a Service Desk where labels, bills of lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Service Desk. Materials sold locally and awaiting customer pick-up should be dealt with in the same manner as all other outbound shipments.

In order to expedite removal of materials, Freeman Decorating Company reserves the right to change designated carriers, if such carriers fail to pick-up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions from the exhibiting company and they will be charged accordingly.

SHOW DIRECTORY:

AARP will publish an onsite program with an exhibit guide section for general distribution to attendees at AARP Presents Life@50+. Each exhibitor will have one entry in the guide. The entry will include the company name, telephone number, and booth number. The original application for exhibit space will be used for the show directory listing. If this information has changed, it is the exhibitor's responsibility to provide AARP events management with the correct information.

SHUTTLE BUSES:

A shuttle bus route will be established between the Las Vegas Convention Center and all official hotels.

SMOKING:

The Las Vegas Convention Center is a non-smoking facility. Smoking is prohibited inside the Center.

STORAGE - ACCESSIBLE:

Additional accessible storage is available from Freeman Decorating Company. Please contact Freeman Decorating Company if you will require this additional service on-site.

Accessible storage is intended for additional brochures or giveaway items that will not fit, or be allowed in your booth due to fire

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regulations. If you use the additional storage, each day you can access the storage for additional supplies. There is a charge for this storage.

UNION JURISDICTION:

Please refer to the Union Guidelines located in the Freeman Decorating Company section of the manual.

VEHICLES (Motorized):

Vehicles that remain in the convention center as part of a display must have the following:

- fuel caps locked or taped shut
- battery cables must be disconnected and taped.
- fuel level in gas tanks to a maximum level of ¼ or 5 gallons of fuel whichever is less
- fuel tanks must be locked and sealed in an approved manner to prevent the escape of vapors.
- Refueling, or removal, of fuel from vehicles on the premises is prohibited.
- Vehicles may not be started up, or moved, during show hours.
- Use or storage of LP gas in the Las Vegas Convention Center is prohibited.

Starting of engines is not permitted, except during move-in or move-out dates.

AARP Presents Life@50+ show management looks forward to working with you and assisting you with your exhibit plans. This General Information section of the Exhibitor Service Manual is intended to provide you important basic information. More details on specific issues may be provided elsewhere in this booklet or by contacting the appropriate contractor or AARP staff person. It is recommended that you familiarize yourself with the entire manual to avoid confusion on-site.

Thank you for your support and participation in the AARP Presents Life@50+ exhibit program.

AARP Presents Life@50+
SCHEDULE AND FACILITY INFORMATION

QUICK FACTS

EXHIBIT DATES AND HOURS:

Move-In:

Tuesday, May 28, 2013	9:00 AM - 5:00 PM
Wednesday, May 29, 2013	9:00 AM - 5:00 PM

NOTE: All exhibits must be installed and ready for inspection by 5:00 PM on Wednesday, September 19. Arrangements for early inspection will be handled on a case-by-case basis. Otherwise, exhibit inspection will begin at 5:00 PM on Wednesday, May 29. ***It is not necessary for exhibitor personnel to remain in their booth for inspection. See “Exhibit Inspection” in the General Information Section of this manual for specific instructions.***

Exhibits Inspection:

Wednesday, May 29	5:00 PM - completion
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Exhibit Hall Open:

Thursday, May 30	1:00 PM – 6:00PM
Friday, May 31	11:30AM- 6:00PM
Saturday, June 1	9:00AM – 4:00PM

Move-Out:

Saturday, June 1	4:30 PM - 8:00pm
Sunday, June 2	9:00AM - 5:00PM
Monday, June 3	9:00AM – 12:00noon

NOTE: At the conclusion of the event, all aisles should remain free of booth equipment/crates/boxes/etc. in order to facilitate the removal of aisle carpet, delivery of empties and quick move-out of freight. **Move-out may not begin prior to 4:30 PM on Saturday, June 1.**

CONVENTION LOCATION:

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
(702) 579-1400
www.lvcva.com

NOTE: Please refer to the Shipping Addresses and Information Form located within the Shipping/Freight Section of this manual to get the address for advance shipments to the warehouse and direct shipments to show site.

FACILITY INFORMATION:

The exposition of AARP Presents Life@50+ will be in Halls, N1 – N4 of the Las Vegas Convention Center. An exhibit floor plan and layout of the Las Vegas Convention Center is provided in this manual to give exhibitors an overview of the facility.

**AARP Presents Life@50+
At-A-Glance Due Dates**

The following dates are provided to exhibitors as a quick reference tool in planning your exhibit timeline. Dates are subject to change and do not include those initiated by the exhibitor for their own planning purposes. If you have any questions about due dates and deadlines, please contact AARP Events, or the contractor responsible for the service.

Due Date	Item or Service Due / Important Events
Net 30 days from receipt of invoice	Payment of exhibit space fees in full
March 15, 2013	Exhibitor Hotel Reservations deadline
May 20, 2013	Exhibitor Registration deadline
April 29, 2013	First day General Contractor will accept crated, boxed or skidded materials at warehouse (advance shipping)
April 5, 2013	Deadline for filing Exhibitor Appointed Contractor form to show management
May 7, 2013	Discount Price Deadline Date from General Contractor
May 21, 2013	Last day General Contractor will accept crated, boxed or skidded materials at warehouse (advance shipping) without late charges.
May 28, 2013	First Day of Exhibitor Move-in
May 28, 2013	First day General Contractor will accept crated, boxed or skidded materials at the convention center.
May 29, 2013	Final Day of Exhibitor Move-In
May 30 – June 1, 2013	AARP Presents Life@50+
June 1, 2013	First Day of Exhibitor Move-Out
June 3, 2013	Final Day of Exhibitor Move-Out

AARP Presents Life@50+ Washington, DC Contact Sheet

AARP Events
Sponsorships & Exhibits
601 E Street, NW
Washington, D.C. 20049
Main Phone: 202-434-2767
Fax 202-434-7681
exhibits@aarp.org

Contacts:

Ernest Rosemond – Director
Phone: 202-434-2764
Fax: 202-434-7681
E-mail: erosemond@aarp.org

Danielle Alexander - Manager
Phone: 202-434-2528
Fax: 202-434-7683
E-mail: DAlexander@aarp.org

Kevin Bullock – Manager
Phone: 202-434-2259
Fax: 202-434-7681
E-mail: kbullock@aarp.org

Gregoria Tomey – Sponsorships & Exhibits Analyst
Phone: 202-434-2662
Fax: 202-434-7681
E-mail: gtomey@aarp.org

Tyrone Curtis – Exhibits Manager
Phone: 202-434-2769
Fax: 202-434-7681
E-mail: tcurtis@aarp.org

Kellie Watkins, Events Management Specialist
Phone: 202-434-3695
Fax: 202-434-7681
E-mail: KWatkins@aarp.org

Steven Scruggs, Event Management Associate
Phone: 202-434-3573
Fax: 202-434-7681
E-mail: sscruggs@aarp.org

Please return form to:

Tyrone Curtis - AARP
601 E Street, NW
Washington, DC 20049
Phone: (202) 434-2769
Fax: (202) 434-7681
exhibits@aarp.org

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

DEADLINE DATE

April 5, 2013

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address: _____

Type of Service to be Performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NAME OF SHOW **AARP PRESENTS Life@50+ Las Vegas** **May 30 – June 1, 2013**

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ PRINT NAME _____ DATE _____

PHONE# () EXT. _____ FAX# () E-MAIL _____

Expo Company Group Housing Form

LAS VEGAS HOUSING DEADLINE: March 15, 2013

A. COMPANY PROFILE *(Please print)*

Company Name (Official Name of Expo Company)

Primary Contact Person First Name Last Name

Address

City State Zip Code Country

Phone Number Fax Number Email

B. HOTEL PREFERENCES:

1. 2. 3.

4. 5. 6.

C. ROOM REQUEST: *Please indicate the number of rooms required by type, for each night.*

ROOM TYPE	Tues 5/28 (Exhib. Move-In 9am-5pm)	Wed 5/29 (Exhib. Move-In 9am-5pm)	Thurs 5/30 (Hall hours** 5-8pm)	Fri 5/31 (Hall hours 11:30am-6pm)	Sat 6/1 (Hall hours 9am- 4pm; Move-Out 4:30-8pm)	Sun 6/2 (Move-Out 9am-5 pm)	Mon 6/3 (Move-Out 9am-12pm)
Single (1 person/1 bed)							
Double (2 persons/1 bed)							
Dbl/Dbf (2 persons/2 beds)							

GENERAL INFORMATION

- All reservation requests require a credit card to reserve the room(s).
- A letter of confirmation will be sent to the group contact 10-14 business days upon receipt of guarantee and completed form.
- Rooming list must be furnished by **March 15, 2013**. After this date, any remaining rooms from your original block will be released. Additional requests will be subject to availability.
- The last day to submit changes and/or cancellations: April 19, 2013, prior to 5:00 p.m. Central Standard Time.**
- In order to confirm your most current reservation information, you must continue to make all requests and changes with AARP's Housing Services through April 19.** Please **DO NOT** contact the hotel until after this date. Though every effort will be made to accommodate requests for additional nights, these changes are subject to hotel's availability at the time the request is received.

☐ American Express ☐ MasterCard ☐ VISA ☐ Check Enclosed (US Funds Only)

Company Name (Official Name of Expo Company)

Print person's name as it appears on the credit card

Credit Card Number

Expiration Date

Signature

If credit card billing address is NOT the same as the address listed above in the Company Profile, please provide address here:

Address

City State Zip Code Country

AARP
PRESENTS

Life@50+

Please book early to secure your hotel reservations. For information on government rates, call:

AARP Registration & Housing

Domestic: 1-800-650-6839

Fax: 301-694-5124

aarpexh@experient-inc.com

www.aarp.org/expostaff

If paying by check, mail to:

AARP Registration & Housing

P.O. Box 4088

Frederick, MD 21705

Expo Company Registration Form

LAS VEGAS REGISTRATION DEADLINE: May 20, 2013

1. COMPANY PROFILE *(Please print)*

Company Name (Official Name of Expo Company)

First Name (Registered Expo Booth Staff Person) Last Name

Address

City State Zip Code Country

Phone Number Fax Number Email



Questions? Contact us at:

AARP Registration & Housing

Questions: 1-800-650-6839

Fax: 301-694-5124

Email: aarpexh@experient-inc.com

Online: www.aarp.org/expostaff

Online registrations REQUIRE LOGIN information that is included in the communication from Experient/AARP Registration & Housing.

If sending a check for registration payment, mail to:

AARP Registration & Housing

P.O. Box 4088

Frederick, MD 21705

2. EXPO BOOTH STAFF:

FULL NAME	CITY*	STATE*	EMAIL*
1.			
2.			
3.			
4.			
5.			
6.			

**Include city/state if different from above.*

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

AARP Presents Life@50+

May 30 - June 1, 2013
Las Vegas Convention Center
Las Vegas, Nevada

FREEMAN quick facts

CONCIERGE ELITE on your PC or Smartphone – service at your fingertips!

Check out our Concierge Elite service to take advantage of our new time saving tools! Log on to www.freemanco.com from your Smartphone or PC. This will give you instant access to:

- Receive notifications when your show site shipments arrive and empty containers are returned to your booth after the show
- Ask for service or assistance from anywhere
- View your orders and freight shipments
- Submit your outbound paperwork without making a trip to the service desk

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high RED and WHITE back drape, 3' high RED side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. Please see enclosed order form if carpet is required. The aisles will be carpeted in TUXEDO.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **MAY 7, 2013.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Tuesday	May 28, 2013	1:00 p.m.	-	6:00 p.m.
Wednesday	May 29, 2013	9:00 a.m.	-	5:00 p.m.

EXHIBIT HOURS

Thursday	May 30, 2013	1:00 p.m.	-	6:00 p.m.
Friday	May 31, 2013	11:30 a.m.	-	6:00 p.m.
Saturday	June 1, 2013	9:00 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Saturday	June 1, 2013	4:30 p.m.	-	8:00 p.m.
Sunday	June 2, 2013	9:00 a.m.	-	5:00 p.m.
Monday	June 3, 2013	9:00 a.m.	-	12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form (s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take several hours.
- All exhibitor materials must be removed from the exhibit facility by **Monday, June 3, 2013 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Monday, June 3, 2013 at 9:00 a.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (702) 263-1494

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International
(469) 621-5810 Fax

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Tuesday	May 28, 2013	1:00 p.m. - 5:00 p.m.
Wednesday	May 29, 2013	9:00 a.m. - 5:00 p.m.
Thursday	May 30, 2013	9:00 a.m. - 1:00 p.m.
Saturday	June 1, 2013	4:30 p.m. - 8:00 p.m.
Sunday	June 2, 2013	9:00 a.m. - 5:00 p.m.
Monday	June 3, 2013	9:00 a.m. - 12:00 p.m.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by **MAY 7, 2013** at 5:00 p.m.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.freemanco.com/store and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
AARP Presents Life@50+
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 29, 2013** at the above address. Materials arriving after **MAY 21, 2013** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # _____
AARP Presents Life@50+
C/O FREEMAN
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **1:00 P.M.** on **MAY 28, 2013**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

This show will be marshalled. Please see marshalling yard map in this service manual.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **MAY 7, 2013**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

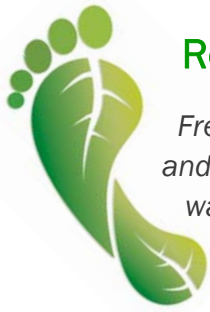
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.



Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Electrical	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> Plug in equipment into any 20A/120VAC receptacle. May hang up to four small clip-on lights per booth. May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet. Mounting of monitors (to include plasma screens, LCD & CRT) and the installation of hanging brackets. 	<ul style="list-style-type: none"> All electrical distribution. All under-carpet electrical distribution. Any additional electrical requirement needs or changes to preorders. Distribution and connection of all power in excess of 20A/120V. Distribution and connection of all 208V and 480V power. Distribution of all electrical equipment necessary to provide electrical service.
Non-Electrical Hanging Signs	<ul style="list-style-type: none"> Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC. 	<ul style="list-style-type: none"> Assembly and disassembly of hanging signs. Hanging of non-electrical signs and decorative materials from the ceiling. Installing chain hoist and attaching signs (over 250 lbs).

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Rigging / Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss. 	<ul style="list-style-type: none"> Assembly and disassembly of electrical hanging signs, including rotating and header signs. Lighting without dimmers. Programmable theatrical lighting, production, related rigging and audio-visual. Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall. Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical. Suspended truss with motorized hoist and non-dimmable and non-programmable lights. Installing chain hoist. Special effects equipment. Laser lighting. Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by you, your full-time employee or by an approved EAC. Truss which is not assembled by Freeman is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss. 	<ul style="list-style-type: none"> Installation and dismantle of self-climbing and/or mechanized truss systems. Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss. Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> Clean and wipe down products and display merchandise and other parts of the exhibit. Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling. Plug in small sound devices. Install exhibitor's own manufactured cameras by exhibitor's full time employees. Exhibitors may elect to staff certain positions: <ul style="list-style-type: none"> Technical Director Lighting Designer Video Engineer or Audio Engineer Slow Motion Machine Operator Advance Projectionist Audio Board Operator Video Board Operator Live Camera Operator Lighting Board Operator 	<p>Freeman will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:</p> <ul style="list-style-type: none"> Crane Operator Audio Technician TV Sound Boom Operator Character Generator Advanced Audio Visual Technician Tape Operator Audio Visual Technician Video Wall Technician Video Utility Person Assistant TV Audio Tech Projectionist High Rigger Ground Rigger Lighting Tech
Telephone	<ul style="list-style-type: none"> May plug and unplug their phones, modems, faxes or credit card readers. 	<ul style="list-style-type: none"> SmartCity must distribute all concealed and under-carpet wiring.

LAS VEGAS FIRE SAFETY REGULATIONS

NOTICE: IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.

1. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
2. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
3. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
5. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
6. **EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Please refer to the Clark County Fire Department's Display of Motor Vehicles Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/DisplayMotorVehiclesAssembly.pdf>

EXCEPTION: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

7. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
8. **VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
9. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.
10. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
11. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
12. **ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
13. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
14. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
15. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Please refer to the Clark County Fire Department's Compressed Gas Permit Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/CompressedGasGuidelines.pdf>

EXCEPTION: The Las Vegas Convention Center's Propane Regulations are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

LAS VEGAS FIRE SAFETY REGULATIONS (continued)

16. CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.

Halogen lamps at the Las Vegas Convention Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48. For further information regarding halogen lights at the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

17. CLARK COUNTY WILL ALLOW SINGLE-LEVEL COVERED EXHIBIT BOOTHS UP TO 1000 SQUARE FEET TO BE UNSPRINKLED.

All single-level covered exhibit boothss greater than 1000 square feet must be provided with sprinklers throughout.

18. SINGLE-LEVEL COVERED EXHIBIT BOOTHS OVER 1000 SQUARE FEET OR MULTI-STORY EXHIBIT BOOTHS MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

Please refer to page 8 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

EXCEPTION: The Las Vegas Convention Center's regulations for Covered and/or Double Deck Exhibits are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

http://www.vegasmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

19. TENTS IN EXCESS OF 200 SQUARE FEET, CANOPIES IN EXCESS OF 400 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf.

Please refer to the Clark County Fire Department's Tent and Canopy Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/tentsandcanopies.pdf>

EXCEPTION: Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

http://www.vegasmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

20. DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.

Please refer to pages 6-7 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

Rules and regulations specific to the Las Vegas Convention Center are available online at:

http://www.vegasmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

21. THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

Please refer to the Clark County Fire Department's Open Flame Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/OpenFlame.pdf>

EXCEPTION: Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

http://www.vegasmeansbusiness.com/includes/content/images/media/docs/LVCC_BUM.pdf

Please refer to the Clark County Fire Department's website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc. The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level Covered Exhibit Booths
- Multi-Level Exhibit Booths
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures

Clark County Fire Department's Requirement & Permit Guidelines are available online:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/FirePermits.aspx

Clark County Fire Department's Application for Permit is available online:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/FD%20AppTemporaryPermit.pdf

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.



CONVENTION AND VISITORS AUTHORITY

ANIMALS

- Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by show management then by the Convention Services Manager.
- The following criteria must be met before the animal is allowed on property:
 - The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc).
 - A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
 - Animals will not remain in the building overnight.
 - A trainer must accompany animals at all times.
- Non-domesticated animals will be considered on an individual basis. Call the Convention Services Manager for further details.
- Seeing eye/assistance animals are always welcome.
- Pet owners are responsible for cleaning up animal waste.



CONVENTION AND VISITORS AUTHORITY

BALLOONS/STICKERS

- Show management and the Convention Services Manager must approve the use of balloons.
- Helium balloons larger than 36 inches, either separate or tethered, are permitted in the exhibit halls. Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored. Helium balloons may not be used for handouts. Smaller air-filled balloons may be used for decoration and/or handouts.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved safety stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.
- Stickers are prohibited on property.



CONTRACTOR & VENDOR REQUIREMENTS

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. Permits are issued on an annual basis.

1. ANNUAL CONTRACTOR FEE \$250.00

3. CERTIFICATE OF INSURANCE

- Workers' Compensation Coverage in the State of Nevada
If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, **naming the Las Vegas Convention and Visitors Authority as additional insured.**

4. LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 3 hereof.

Name of Company: _____

Address: _____

City, State, Zip: _____

Please select which category of business your company performs (select all that apply).

- | | | |
|--|---|--|
| <input type="checkbox"/> Audio Visual/Lighting | <input type="checkbox"/> Exhibit House/Tradeshow Exhibits | <input type="checkbox"/> Production |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Security/Private Investigator |
| <input type="checkbox"/> Destination Management | <input type="checkbox"/> Floral/Plants | <input type="checkbox"/> Temporary Staffing |
| <input type="checkbox"/> Display/Design | <input type="checkbox"/> General Contractor | <input type="checkbox"/> Tents/Pavilions/Temp Structures |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Install/Dismantle (I & D) | <input type="checkbox"/> Theatrical/Rigging |
| <input type="checkbox"/> Entertainment/Talent/Modeling | <input type="checkbox"/> Labor | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Equipment/Furniture Rental | <input type="checkbox"/> Photography/Videography | <input type="checkbox"/> Misc./Other* |

*If Misc./Other selected, please list the category(s) here:

By: _____
(Signature)

(Print Name)

Title: _____ Date: _____

Web Address: _____ Phone: _____

E-Mail Address: _____ Fax: _____

- Submit the form above with an original signature by an appropriate company designee
- Include certificate of insurance and worker's compensation as described above
- Make check payable to the Las Vegas Convention and Visitors Authority
- Return this form with a check for \$250 for the annual fee to the following address:

Director of Convention Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas, NV 89109

Direct questions to the Convention Services Department, LVCVA
Phone (702) 892-2915 Fax (702) 892-2933

Have you provided all of the following AS ONE SUBMISSION:

- ☐ Contractor Fee
- ☐ Certificate of Insurance with Appropriate Coverage
- ☐ This Form with Appropriate Signature

All documentation must be received BEFORE work may commence
on the property of the Las Vegas Convention Center or Cashman Center

BE ADVISED THAT CLARK COUNTY AND THE CITY OF LAS VEGAS REQUIRE ALL CONTRACTORS TO OBTAIN A BUSINESS LICENSE WHEN WORKING AT EITHER THE LAS VEGAS CONVENTION CENTER OR CASHMAN CENTER. CONTACT THE FOLLOWING FOR FURTHER INFORMATION:

Clark County Department of Business License
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
702-455-0174
www.clarkcountynv.gov

City of LV Dept. of Finance & Business Services
400 Stewart Avenue
Las Vegas, NV 89101
702-229-6281
www.lasvegasnevada.gov



CONVENTION AND VISITORS AUTHORITY

MULTI-LEVEL AND/OR COVERED EXHIBITS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multi-level or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
 - Multi-level – Any occupied second story or greater area which is accessible by an approved means of egress.
 - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.
 - Contiguous – Any area or combination of areas which are not separated by a clear ten (10) foot fire break. This measurement is made horizontally.
 - Fire break – A clear non-combustible space at least ten (10) feet in width surrounding the exhibit or exhibit space on all sides.
 - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- If additional multi-level or covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
 - A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
- If additional multi-level or covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum ten (10) foot fire break on all sides.
 - The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.
 - Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
- Multi-level or covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
 - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multi-levels, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see: “covered area,” definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Safety Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Safety

Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Safety Office.

- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
 - Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
 - Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor, is responsible for the verification of qualification of fire watch personnel.
 - Fire watch personnel will be responsible for immediate notification by radio to LVCVA Security Dispatch giving the exact location and description of the problem.
 - Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.
 - Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.
 - Cost and method of payment of fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.



CONVENTION AND VISITORS AUTHORITY

FIRE AND SAFETY EXHIBIT GUIDELINES

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure the criteria in bold below are met during installation of the exhibit.
- All means of entrance and exit must be clear and free from obstruction at all times.
- **Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.**
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- **All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.**
- **Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.**
- **Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Safety Office. See Halogen Lamp Restriction in this section.**
- Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - External chargers or batteries are recommended for demonstration purposes.
 - No battery charging is permitted inside the building.
 - Combustible/flammable materials must not be stored beneath display vehicles.
 - Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - Vehicles shall not be moved during exhibit hours.
 - 36" of clear access or aisles must be maintained around the vehicle
 - Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
 - No Leaks underneath vehicles.
- **Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.**
- Vehicles in the building for loading or unloading must not be left with engine idling.

- Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Safety Office. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility of public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - When approved, LPG (propane) containers complying with UL 147A *Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
 - All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.
- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
- **Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.**
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - Screen front fireplaces will not be approved for burning.
 - Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit. Intended use of candles for decorative purposes must be listed in the “Application for Food Preparation Within Exhibits” and submitted to the Safety Office.



CONVENTION AND VISITORS AUTHORITY

FOOD PREPARATION WITHIN EXHIBITS

- Temporary exhibition and display cooking is only permitted within the limitations given below. Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form should be completed and forwarded to your Convention Services Manager and ARAMARK. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Safety personnel for review.
- Cooking operations are permitted with the following limitations:
 - All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
 - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
 - All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches that produces grease laden vapors shall be provided with a fire extinguishing system installed according NFPA 17A and an exhaust duct system complying with the currently adopted Mechanical Code.
 - All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
 - Other appliances for exhibition cooking shall also be limited to 288 square inches in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
 - A minimum of (1) Class-K fire extinguisher shall be provided within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
 - A minimum of (1) Class 2A-30BC Fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
 - Solid fuels including charcoal and woods, i.e. hickory, mesquite is prohibited within exhibit halls.

- LP-gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5-pound size (12 lbs water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart.
- Banquet Serving:
 - Banquets are to follow the same guidelines as Exhibition and Display Cooking.
- Food Warming:
 - This operation at exhibitions is limited to maintaining the temperature of pre-cooked food or beverages at or below 200° F. Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be for stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the event. It shall be used in accordance with the manufacturers' instructions. Mobile warming carts, using chemical heat may be used in accordance with the manufacturers' instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.

Contact ARAMARK for additional information and guidelines regarding the Clark County Health District rules and regulations.



CONVENTION AND VISITORS AUTHORITY

APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ FAX: _____

Email: _____

Please indicate the food item(s) you wish to prepare:

Please indicate the process/equipment that would be used:

Please check box if decorative candles are to be used (1 candle per table): ☐

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth. In addition, the ARAMARK "Sample Food and/or Beverage Distribution" application must be completed and submitted to ARAMARK for food preparation approval. Once you receive this form back with a stamp of approval please forward to ARAMARK along with the Sample Food and/or Beverage Distribution form to fax # 943-6941 for the final approval.

Please FAX this form to: Convention Services Manager AND ARAMARK Sales Office
Las Vegas Convention Center 702-943-6911
702/892-2933

A Safety coordinator will call you to discuss your food preparation plans. DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved	Denied
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FOOD SAMPLING INFORMATION

FOR EXHIBITORS

Recently, the Southern Nevada Health District has started to enforced regulations for the sampling of food during tradeshow. ARAMARK would like to make each exhibitor aware of how this will impact booth operations during an expo.

If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required. A booth may bring hand-washing and sanitizing stations or they will be available by submitting an order to ARAMARK with all necessary company, booth and payment information. The cost of each of these stations is \$25.00 plus tax. If an exhibitor is providing the hand- washing and sanitizing station, please contact the Southern Nevada Health District or refer to their website for the requirements <http://www.southernnevadahealthdistrict.org>

If exhibitors meet the criteria below, an Event Coordinator Permit will need to be obtained by show management. All applications should be made directly with the Southern Nevada Health District.

- **Exhibitors who are sampling food:**

- Exhibitors who are giving away free, open food or beverage
- Please inform the ARAMARK sales department before the event which exhibitors will be sampling food or beverage product and what that product is.
- Exhibitors are required to submit a sampling form and proof of insurance to ARAMARK. The form is attached to this document.
- If any food handling (such as cutting, portioning, or mixing) is done at the booth, a hand- washing station and a sanitizing station must be set up **at all times**.

- **Event Coordinators for a sampling show:**

- **Show management will need to obtain an Event Coordinator Application for Special Events and Trade Shows.** The application form is attached to this document with pricing included. The application should be made directly with the Southern Nevada Health District.
- Please inform the ARAMARK sales department before the event that this is a sampling show, the individual booths that will be sampling food or beverage product, and what that product is.
- If any food handling (such as cutting, portioning, or mixing) is done at individual booths, Event Coordinators will need to ensure all booths have a hand-washing station plus a sanitizing station set up **at all times**.
- If the product at a booth is pre-packaged, and not a potentially hazardous food (such as bottled water or supplements), this exhibitor is not required to be specified on the Event Coordinator Application.

If you have any questions please contact the Southern Nevada Health District directly at 702-759-0620 or the ARAMARK sanitation manager, Alexis Barajas, at 702-943-6739.



CONVENTION AND VISITORS AUTHORITY

HALOGEN LAMP RESTRICTION

LVCVA has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

Alternative Designs:

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

DISAPPROVED HALOGEN BULBS



Fig. 1. Linear Bulbs



MR 11/16 Uncovered



Line Voltage



Low Voltage Bi-Pin

Fig. 2 Non-Shielded Bulbs

APPROVED HALOGEN BULBS – 75 watts max



MR 11/16 Covered – low voltage



MR 16 Covered – line voltage



PAR 14, 16, 20, 30, and 38

Figure 3. Self-Shielded Bulbs



CONVENTION AND VISITORS AUTHORITY

HAZARDOUS MATERIAL

- All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.
- The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- The Lessee is responsible for the tracking of all hazardous material brought into the facility.
- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.



CONVENTION AND VISITORS AUTHORITY

MEETING ROOMS

- Meeting rooms N101-N120 may be used for commercial exhibits with the following restrictions:
 - Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No sub-flooring is allowed for exhibits.
 - Rips or tears in approved protective covering must be repaired immediately upon identification to prevent carpet damage.
 - When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene.
 - No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings. Nothing can be affixed to meeting room walls or doors without approval of the Convention Services Manager.
 - No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
- Nothing can be affixed to meeting room walls or doors without approval of the CSM.
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Meeting rooms C201-C206, N201-N264, Diamond Offices 1,2,3, and 4 and S101-S233:
 - Tabletop exhibits, hospitality suites or registrations may be set in these rooms.
 - No exhibitor crates, wooden skids/pallets, hanging of signs or the building of a room with a ceiling within a meeting room will be allowed. Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
 - Standard furniture such as desks, chairs, sofas and cocktail tables will be allowed in those rooms designated as hospitality suites.
 - GEM or MIS wall type installations must be used when subdividing these rooms. Under no circumstance will GEM or MIS type structures be allowed with a ceiling. All GEM or MIS walls must be 18 inches below automatic fire sprinkler heads.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room partitions will be moved only by LVCVA personnel. Contact your Convention Services Manager if you need assistance.
- Each meeting room is allowed one (1) no-charge setup per day. Check with the Convention Services Manager for multiple setup fees. Meeting room setup information:
 - STAGING: The Convention Center sets panels for a stage/dais if required. Panels are 4' x 8' and are available in heights of 16", 24", and 32". The next size ranges from 36" to 54" in two inch increments. The platform is two-sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. The LVCVA will utilize to the extent of the inventory. According to code, side and back rails are required for stages above 32".
 - TABLES: Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30 inches high. The tops are gray and are hard plastic.
 - DRAPED/SKIRTED TABLES: If a draped head table or skirted table is required, it must be ordered from the Service Contractor. The Convention Center has plastic tables, and they cannot be draped, as there is no way to staple into them. The Convention Center does not provide linens or skirting.

- CHAIRS: Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20 x 20 inches.
- MICROPHONES: The LVCC will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.
- LECTERNS: Standing lecterns are provided free of charge to the extent of our inventory.
- AUDIO/VISUAL EQUIPMENT: All projectors, screens, overheads, VCRs, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.
- EASELS: The Convention Center provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.
- FLIP CHARTS/MARKERS/POINTERS: Flip charts, markers, and pointers must be obtained from the audio/visual contractor.
- PADS/PENCILS: The Convention Center does not provide pads or pencils.
- PIPE/DRAPE: The Convention Center does not provide pipe and drape.
- COCKTAIL TABLES: The Convention Center does not provide cocktail tables.
- See complete list below of equipment inventory. Note: When multiple shows are scheduled, equipment is available to the extent of inventory that is shared between all shows.
- To make audio recordings of your meetings, the LVCVA has five line level output patch bays for recording meetings. There is a \$25 charge per record room, or room combo, per day, to use the patch bay. Patch cables used for recording are the responsibility of the recording company contracted by the client requiring recording. Patch cable connectors, needed for patch bay use, are a male XLR type with pin two hot. Signal provided at patch bay is a “line” level. Record companies are not allowed to place their recording equipment in the meeting rooms or hallways. In addition, recording companies are required to meet all LVCVA contractor requirements. Contact your Convention Services Manager for additional information on recording room fees and order forms.
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.
- See Meeting Room Setup Request Form immediately following Equipment Inventory List.

Meeting Room Setup Request Form

Name of Tradeshow/Convention:

Company Name:	Meeting Room #:
Contact:	Date of Function:
Phone:	Start time: End time:
Email:	Number of Attendees:

Room Set-up:

<input type="checkbox"/> Theatre	<input type="checkbox"/> Banquet	<input type="checkbox"/> U-shape	<input type="checkbox"/> Other
<input type="checkbox"/> Schoolroom	<input type="checkbox"/> Conference	<input type="checkbox"/> Hollow Square	

<input type="checkbox"/> Staging Size: (4'x 8' panels) ___ depth ___ width ___ height (16" or higher, using increments of 8")	<input type="checkbox"/> Head table for ___ Head tables are non- skirted. <input type="checkbox"/> I will contact Exhibitor Services for skirted head tables	<u>Additional Tables:</u> (non-skirted) 18" x 8' quantity: ___ 30" x 8' quantity: ___ 6' Rounds quantity: ___ Location:	<u>Audio Visual:</u> ___ Podium with microphone ___ Hand-held microphone ___ wired lavalier ___ Table top microphone ___ Aisle microphone All mics are hard-wired only. For wireless mics, contact the show's official A/V company
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> I will be ordering the following from the A/V contractor: </div> <div style="width: 65%;"> <input type="checkbox"/> wireless mics Quantity ___ <input type="checkbox"/> wireless lavalier Quantity ___ <input type="checkbox"/> Screen <input type="checkbox"/> centered <input type="checkbox"/> offset <input type="checkbox"/> LCD projector with <input type="checkbox"/> front projection <input type="checkbox"/> rear projection <input type="checkbox"/> TV <input type="checkbox"/> VCR <input type="checkbox"/> A/V Cart <input type="checkbox"/> My laptop presentation has sound </div> </div>			
Will you be ordering food/beverage from Aramark? <input type="checkbox"/> yes <input type="checkbox"/> no Your Aramark contact is:			
<input type="checkbox"/> I will contact Smart City Networks to order telephone or internet service. (702) 943-6080			
Your LVCC Convention Services Manager is:			
To obtain a diagram of your room(s), please contact your Convention Services Manager			



CONVENTION AND VISITORS AUTHORITY

PARKING INFORMATION

A major function of the LVCVA Safety & Security Department is to ensure parking is as convenient as possible within constraints imposed by demand, available space, and cost.

Parking Fees:

When paid parking is in effect, the fee is \$10.00 with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can get their ticket stamped for reentry. Please display ticket stubs in view on your dashboard.

Parking Space Designation:

Parking is permitted in marked spaces only. Overnight parking is **not permitted**.

White Spaces designate general parking permitted with a proper pass or ticket stub.

Red Curbs designate fire lanes. Fire lanes are tow-away zones and must be kept clear at all times.

Accessible Parking:

Accessible parking spaces are provided and are designated as reserved by a sign showing the symbol of accessibility. Van accessible spaces are also available.

Speed Limit:

The speed limit at the Las Vegas Convention Center is **15 MPH** unless otherwise posted and **5 MPH** in the parking lots.

Lost Your Vehicle?

It's easy to do with over 5,500 parking spaces. Come to the LVCVA Security Dispatch Office located on our main concourse by the C Halls. The office is open 24 hours, and we will be happy to help you locate your vehicle.

**SUPERVISORY PERSONNEL REQUIREMENTS
LAS VEGAS CONVENTION & VISITORS AUTHORITY**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com.
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: _____

Type of Business: _____

By: _____
(Signature)

(Print Name)

Title: _____ Date _____

Web Address: _____ Telephone _____

E-Mail Address: _____ Fax _____

3. Convention to be attended: _____

4. Dates staff will attend show: _____

5. Attending employees' names: _____

6. Company providing installation labor: _____

City: _____ Contact Name: _____ Contact Phone: _____

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915.

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 07, 2013

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ ☐ Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (254748) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?254748>

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

AARP Presents Life@50+ / May 30 - June 1, 2013

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> UTILITIES | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and *during such times, Exhibitor materials will be left unattended.* **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup.

5. **DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than *thirty (30) business days* after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman *more than two (2) years* after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, **FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.**

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

Freeman REV 4.12



EXHIBIT transportation

There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com

F R E E M A N

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

**COMPLETE THIS FORM ONLY IF YOU ARE
SHIPPING YOUR EXHIBIT MATERIALS BY
FREEMAN EXHIBIT TRANSPORTATION**

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

AARP Presents Life@50+

C/O: FREEMAN

6675 WEST SUNSET ROAD

LAS VEGAS, NV 89118

MUST BE DELIVERED BY MAY 21, 2013

- ☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

AARP Presents Life@50+

C/O: FREEMAN

LAS VEGAS CONVENTION CENTER

3150 PARADISE ROAD

LAS VEGAS, NV 89109

CANNOT BE DELIVERED BEFORE MAY 28, 2013

TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM TO:
(469) 621-5810

A TRANSPORTATION SPECIALIST
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS.

SHOW # (254748) _____

FREEMAN exhibit transportation

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman is NOT an INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

(USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **FREEMAN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:** (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures. (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 78.60	157.20
Special Handling Shipment.....	\$ 102.20	204.40
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 73.85	147.70
Special Handling Shipment.....	\$ 96.00	192.00
Uncrated or Pad Wrapped Shipment.....	\$ 110.80	221.60
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 35.50	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after MAY 21, 2013.....	\$ 19.65	39.30
Show Site Shipment after MAY 29, 2013.....	\$ 18.45	36.90
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 18.45	36.90
Special Handling Shipment.....	\$ 24.00	48.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.70	55.40
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 18.45	36.90
Special Handling Shipment.....	\$ 24.00	48.00
Uncrated or Pad Wrapped Shipment.....	\$ 27.70	55.40

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
Tips to Save on Material Handling		8.1% Tax	N/A
		Total	

• Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 157.20

52 lbs. charged @ 200 lbs. \$ 157.20

65 lbs. charged @ 200 lbs. \$ 157.20 = \$471.60

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$157.20

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N
FOR AUTOMATED MARSHALLING
YARD DIRECTIONS, PLEASE CALL
702-263-4183

IMPORTANT INFORMATION
**PLEASE GIVE THIS INFORMATION
TO YOUR CARRIER**

ADVANCE WAREHOUSE RECEIVING CROSS DOCK
6675 West Sunset Road
Las Vegas, NV 89118

Please note:

Warehouse Hours: 8:00 a.m. to 3:30 p.m. Monday through Friday, Holidays excluded

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

MARSHALLING YARD
8801 Las Vegas Boulevard South
Las Vegas, NV 89123

Please note:

All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.

Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

All carriers will be assigned an unloading number according to driver check-in time.

Directions:

From I-15 Northbound

Exit Silverado Ranch
Left on Las Vegas Boulevard
Left on Pebble Road
Marshalling Yard will be on Right

From I-15 Southbound

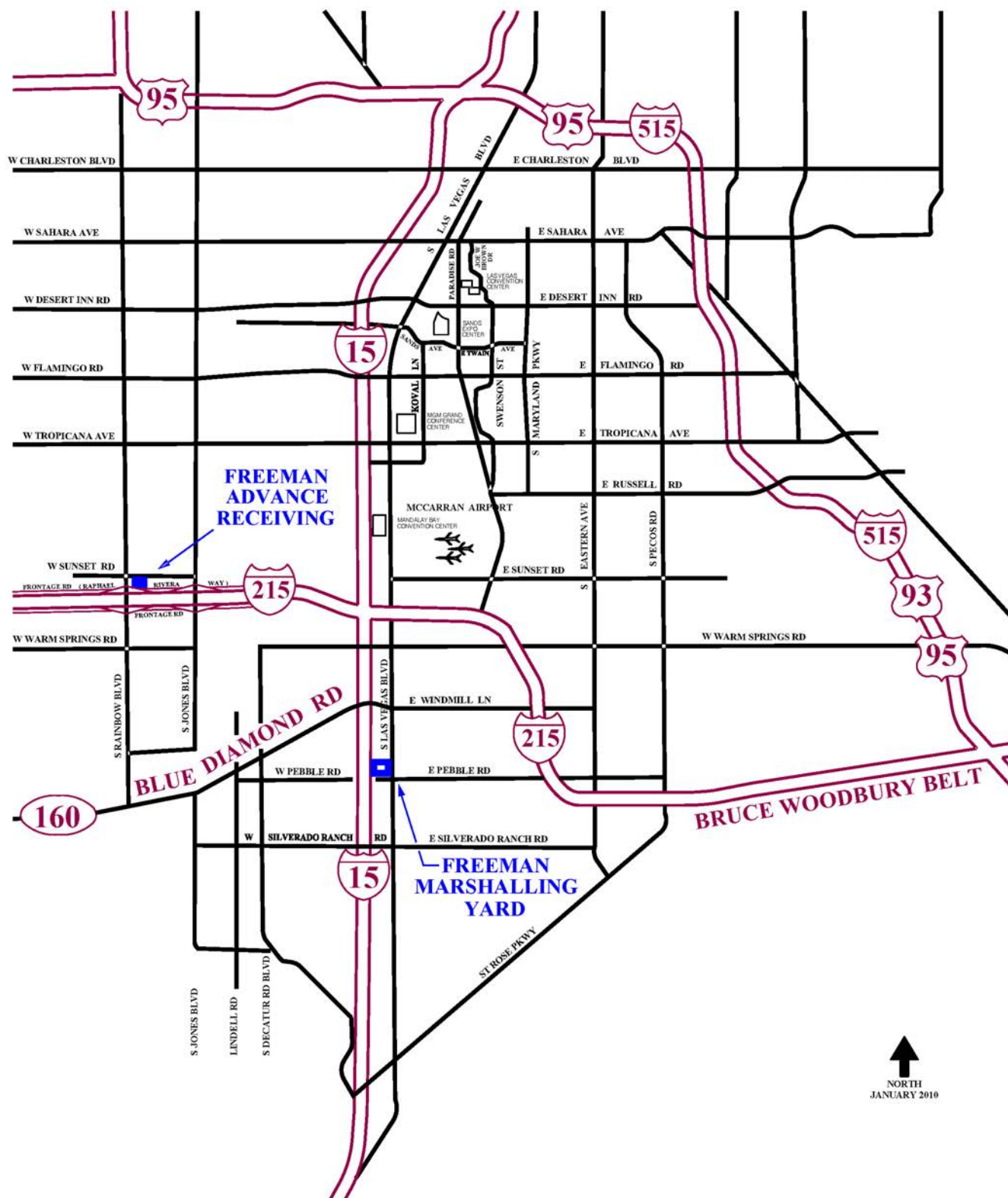
Exit Blue Diamond Road
East to Las Vegas Boulevard
Right on Las Vegas Boulevard
Right on Pebble Road
Marshalling Yard will be on Right

From US-93 / I-515 Northbound

Exit I-215 West
Exit I-15 Southbound
Exit Blue Diamond Road
East to Las Vegas Boulevard
Right on Las Vegas Boulevard
Right on Pebble Road
Marshalling Yard will be on Right

PLEASE SEE MAP ON REVERSE SIDE.

FREEMAN freight delivery information



F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
702-579-1802 • Fax: 702-579-0458
ATTN: FREIGHT DEPARTMENT

PLEASE NOTE: This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

OWNER OF MATERIALS

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

HOLD FOR

SHOW: AARP Presents Life@50+	FACILITY: Las Vegas Convention Center	
COMPANY NAME:	BOOTH #:	
ADDRESS: 3150 Paradise Road		
CITY: Las Vegas	STATE: NV	ZIP: 89109
COMMENTS:		

INVOICE TO

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

DESCRIPTION OF MATERIALS TO BE STORED

NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	TOTALS		

RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$6.75 per cwt (_____ cwt @ 6.75 per cwt)	\$ 67.50 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.26 per cu ft (_____ cu ft @ 0.26 per cu ft)	\$ 65.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.30 per cu ft (_____ cu ft @ 0.30 per cu ft)	\$ 75.00 per month	\$
Handling Rate (in or out)	\$5.60 per cwt (_____ cwt @ 5.60 per cwt)	\$ 56.00 each way	\$
Returned Shipments	\$14.50 per cwt (_____ cwt @ 14.50 per cwt)	\$145.00	\$
Transportation Charges (2 hour minimum)	\$167.25 per hr ST (_____ hrs @ 167.25 per hr ST)	\$334.50	\$
TOTAL			\$

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS
ON THE REVERSE SIDE.**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PAYMENT TERMS: All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

TERMS AND CONDITIONS: All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR. It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

ACCEPTANCE: I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

SIGNATURE OF DEPOSITOR: _____

SIGNATURE OF FREEMAN REPRESENTATIVE: _____

FREEMAN storage agreement

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Expedited
☐ Deferred: Delivery within 3-4 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY MAY 21, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

6675 WEST SUNSET ROAD

LAS VEGAS, NV 89118

WAREHOUSE

EVENT: ***AARP Presents Life@50+***

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY MAY 21, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

6675 WEST SUNSET ROAD

LAS VEGAS, NV 89118

WAREHOUSE

EVENT: ***AARP Presents Life@50+***

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 28, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**LAS VEGAS CONVENTION CENTER
3150 PARADISE ROAD**

LAS VEGAS, NV 89109

SHOW SITE

EVENT: ***AARP Presents Life@50+***

BOOTH NO: **NO.** **OF** **PCS**

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MAY 28, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**LAS VEGAS CONVENTION CENTER
3150 PARADISE ROAD**

LAS VEGAS, NV 89109

SHOW SITE

EVENT: ***AARP Presents Life@50+***

BOOTH NO: **NO.** **OF** **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE

MAY 21, 2013

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

HANGING SIGN

AARP Presents Life@50+

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE

MAY 21, 2013

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118

HANGING SIGN

AARP Presents Life@50+

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.



santana armchair
24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.

cherry barrel chair

Cranberry or Taupe
23"W 22"L 29"H – N71038
Traditional style in a cherry finish with classic fabric pattern options.



executive chair
Black Tweed
28"W 25"L 45"H – N71044



black diamond side chair
21"W 23"L 32"H – N71089

black diamond armchair
20"W 21"L 33"H – N71090



diplomat chair

Black Diamond Fabric
25"W 28"L 36"H – N710144
Comfortable, yet compact for office or conference table seating.





Soho Bistro Table (page 5)

black diamond stool

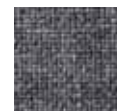
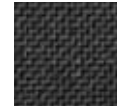
22"W 18"L 46"H – N71088



casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112



limerick® chair

By Herman Miller

Gray

18"W 18"L 33"H – C210108



signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35"L 33"H – N71093



lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



Milano Table (page 6)
Diplomat Chair (page 2)

metro series*Black***slate end table**

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028

**pedestal tables**

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164

**studio series****black end table**

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

hemingway writing table

Black

24"W 49"L 29"H – N720191



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



Cherry Tables (page 4)

Cherry Barrel Chairs (page 2)

Black Table Lamp (page 10)

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H

Cherry – N74061

Oak – N74071



credenza

16"W 60"L 30"H

Cherry – N74064

Oak – N74074

bookcase

12"W 36"L 72"H

Cherry – N74065

Oak – N74075



display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.



draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842











			
<i>Black</i>	<i>Blue</i>	<i>Burgundy</i>	<i>Dark Green</i>
			
<i>Gold</i>	<i>Gray</i>	<i>Plum</i>	<i>Red</i>
			
<i>Teal</i>	<i>White</i>		

Table-top risers are also available in a variety of sizes. See order form for details.



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

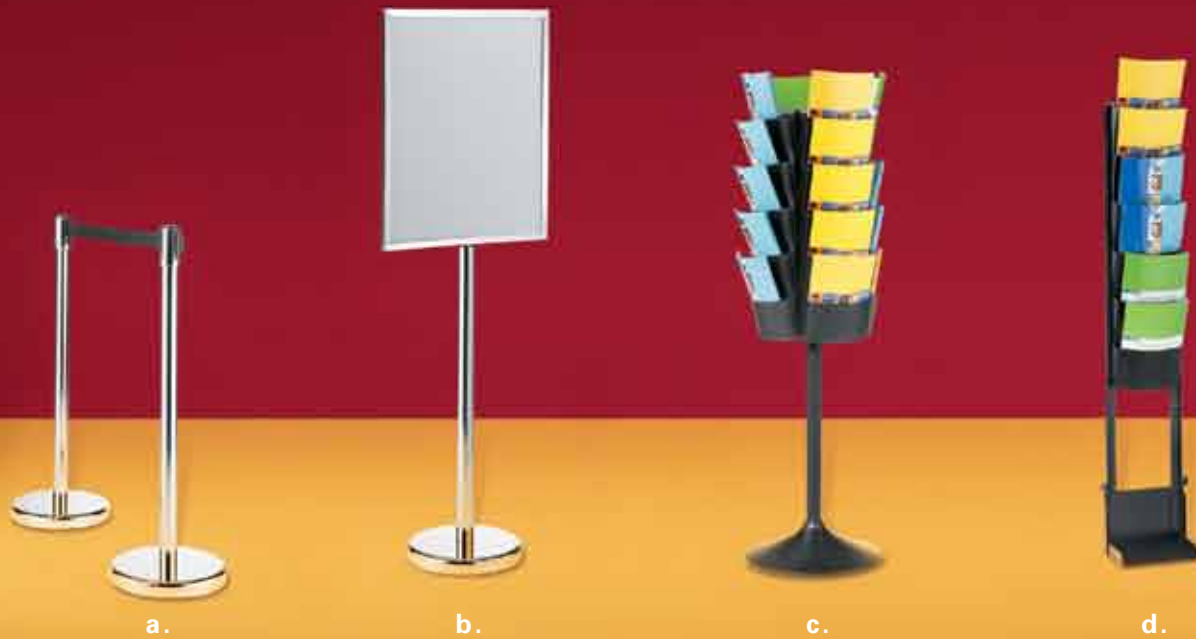
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H

Black – N75053

Aluminum – N75054

wastebasket

Wastebasket color may vary.

C220107





e.



f.



g.



h.

small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



floor-standing bulletin board

48"W 96"L 78"H – C10201484

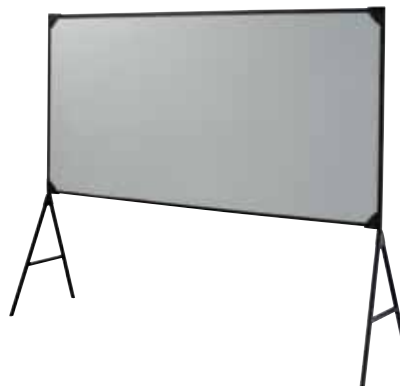


table lamp*

Black

25"H – N75052



special draping

(not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.

*Note: Electrical power must be ordered separately.

F R E E M A N

F R E E M A N

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Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

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MAY 07, 2013

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NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	191.75	210.95	268.45	___
___	N71091	Diva Chair	166.75	183.45	233.45	___
___	N710102	Santana Chair	166.75	183.45	233.45	___
___	N710144	Diplomat Chair	233.00	256.30	326.20	___
___	N71038	Cherry Barrel Chair	207.00	227.70	289.80	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	229.50	252.45	321.30	___
___	N71047	Gray Gaslift Stool	212.75	234.05	297.85	___
___	N71046	Gray Gaslift Chair w/Arms ..	219.50	241.45	307.30	___
___	N71045	Gray Gaslift Chair	184.50	202.95	258.30	___
___	N71044	Executive Chair	346.00	380.60	484.40	___
___	N71089	Black Diamond Side Chair..	101.00	111.10	141.40	___
___	N71090	Black Diamond Arm Chair..	131.50	144.65	184.10	___

CHAIRS Page 3						
___	N71088	Black Diamond Stool	163.75	180.15	229.25	___
___	C210108	Limerick® Chair.....	65.00	71.50	91.00	___
		by Herman Miller				
___	C210112	Casey Padded Stool	109.25	120.20	152.95	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	575.00	632.50	805.00	___
___	N71093	Signature Chair	430.50	473.55	602.70	___

TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	213.25	234.60	298.55	___
___	N72027	Cherry End Table.....	186.50	205.15	261.10	___
___	N72015	Glass Conference Table.....	216.50	238.15	303.10	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	207.75	228.55	290.85	___
___	N72029	Metro Slate End Table.....	159.75	175.75	223.65	___
___	C115103	Studio Black Cocktail Table.	90.50	99.55	126.70	___
___	C115104	Studio Black End Table.....	80.00	88.00	112.00	___

TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	131.75	144.95	184.45	___
___	N72069	Black-top Cafe 24"W x 30"H ...	154.00	169.40	215.60	___
___	N72070	Black-top Bistro 24"W x 42"H	204.00	224.40	285.60	___
___	N72067	Black-top Café Table 36"x30".	178.00	195.80	249.20	___
___	N72068	Black-top Bistro 36"W x 42"H ..	222.25	244.50	311.15	___
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	167.25	184.00	234.15	___
___	N72064	Café Table 36"W x 30"H	176.00	193.60	246.40	___
___	N720163	Bistro Table 30"W x 42"H	224.50	246.95	314.30	___
___	N720164	Bistro Table 36"W x 42"H	245.75	270.35	344.05	___

OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	458.00	503.80	641.20	___
___	N72092	Milano Table/Black Top	458.00	503.80	641.20	___
___	N72094	Luna Table/Black Top	541.00	595.10	757.40	___
___	N720191	Hemingway Writing Table	349.50	384.45	489.30	___
___	N74061	Cherry Desk 5'	541.00	595.10	757.40	___
___	N74065	Cherry Bookcase	374.50	411.95	524.30	___
___	N74064	Cherry Credenza	441.00	485.10	617.40	___
___	N74071	Oak Desk 5'	541.00	595.10	757.40	___
___	N74075	Oak Bookcase	374.50	411.95	524.30	___
___	N74074	Oak Credenza	441.00	485.10	617.40	___

DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	374.50	411.95	524.30	___
___	N75079	Orion Computer Kiosk.....	374.00	411.40	523.60	___
___	N75030	Black Display Cube/Small.....	208.00	228.80	291.20	___
___	N75031	Black Display Cube/Medium....	208.00	228.80	291.20	___
___	N75032	Black Display/Large.....	208.00	228.80	291.20	___

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	184.00	202.40	257.60	___
___	N75021	Black Display Cylinder/Med.	196.25	215.90	274.75	___
___	N75022	Black Display Cylinder/Lg....	222.25	244.50	311.15	___

Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.

AARP Presents Life@50+ / May 30 - June 1, 2013

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
_____	C130330	Draped Table 3'L x 30"H.....	102.00	112.20	142.80	_____
_____	C130430	Draped Table 4'L x 30"H.....	127.50	140.25	178.50	_____
_____	C130630	Draped Table 6'L x 30"H.....	152.25	167.50	213.15	_____
_____	C130830	Draped Table 8'L x 30"H.....	173.50	190.85	242.90	_____
_____	C1240463	4th Side Drape 6'L x 30"H...	42.75	47.05	59.85	_____
_____	C1240483	4th Side Drape 8'L x 30"H...	42.75	47.05	59.85	_____
_____	C130342	Draped Counter 3'L x 42"H.	137.75	151.55	192.85	_____
_____	C130442	Draped Counter 4'L x 42"H.	157.75	173.55	220.85	_____
_____	C130642	Draped Counter 6'L x 42"H.	178.00	195.80	249.20	_____
_____	C130842	Draped Counter 8'L x 42"H.	199.00	218.90	278.60	_____
_____	C1240464	4th Side Drape 6'L x 42"H...	49.25	54.20	68.95	_____
_____	C1240484	4th Side Drape 8'L x 42"H...	49.25	54.20	68.95	_____

Undraped Tables - Tables are 24" wide						
_____	C131330	Undraped Table 3'L x 30"H..	40.00	44.00	56.00	_____
_____	C131430	Undraped Table 4'L x 30"H..	49.25	54.20	68.95	_____
_____	C131630	Undraped Table 6'L x 30"H..	57.00	62.70	79.80	_____
_____	C131830	Undraped Table 8'L x 30"H..	64.75	71.25	90.65	_____
_____	C131342	Undraped Counter 3'Lx42"H	69.25	76.20	96.95	_____
_____	C131442	Undraped Counter 4'Lx42"H	79.00	86.90	110.60	_____
_____	C131642	Undraped Counter 6'Lx42"H	88.00	96.80	123.20	_____
_____	C131842	Undraped Counter 8'Lx42"H	95.50	105.05	133.70	_____

Table Top Risers						
_____	C150410	Single Step Riser 4'L x 7"H	64.25	70.70	89.95	_____
_____	C150610	Single Step Riser 6'L x 7"H	88.00	96.80	123.20	_____
_____	C150810	Single Step Riser 8'L x 7"H	102.00	112.20	142.80	_____
_____	C150414	Single Step Riser 4'L x 14"H	68.25	75.10	95.55	_____
_____	C150614	Single Step Riser 6'L x 14"H	94.75	104.25	132.65	_____
_____	C150814	Single Step Riser 8'L x 14"H	107.25	118.00	150.15	_____
_____	C150420	Double Step Riser 4'L	131.25	144.40	183.75	_____
_____	C150620	Double Step Riser 6'L	161.50	177.65	226.10	_____
_____	C150820	Double Step Riser 8'L	208.25	229.10	291.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
_____	C220121	Chrome Stanchion w/belt ..	73.50	80.85	102.90	_____
_____	C220118	Chrome Sign Holder	79.00	86.90	110.60	_____
_____	N750135	Round Literature Rack	293.00	322.30	410.20	_____
_____	N750136	Flat Literature Rack	207.75	228.55	290.85	_____
_____	C220109	Chrome Coat Tree	55.00	60.50	77.00	_____
_____	C220134	Chrome Easel	51.75	56.95	72.45	_____
_____	C220110	Chrome Bag Rack	112.00	123.20	156.80	_____
_____	N75053	Black Trash Receptacle	69.25	76.20	96.95	_____
_____	N75054	Aluminum Trash Receptacle	69.25	76.20	96.95	_____
_____	220107	Wastebasket	20.00	22.00	28.00	_____
_____	220106	Corrugated Wastebasket.....	15.00	16.50	21.00	_____
_____	N75057	Small Refrigerator	295.00	324.50	413.00	_____
_____	N75052	Black Table Lamp	86.75	95.45	121.45	_____
_____	N74082	File Cabinet/2 Drawer	220.00	242.00	308.00	_____
_____	N74081	File Cabinet/4 Drawer	303.00	333.30	424.20	_____
_____	10201484	Bulletin Board	183.75	202.15	257.25	_____

Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
_____	12103	Special Drape 3'H (per ft.) ..	14.00	15.40	19.60	_____
_____	12108	Special Drape 8'H (per ft.) ...	16.00	17.60	22.40	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.1 % Tax	Total Cost

Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.



SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Pick from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

lisbon



chair

Black Leather

40" L 36" D 34" H – 81011



loveseat

Black Leather

64" L 36" D 34" H – 8303



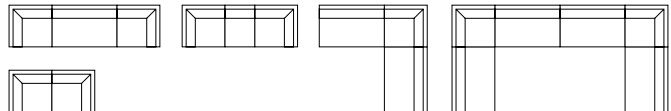
sofa

Black Leather

88" L 36" D 34" H – 8302

newport

possible configurations:



loveseat

Charcoal Leather

54" L 34" D 33" H – 8308



armless chair

Charcoal Leather

24" L 34" D 33" H – 8109



corner chair

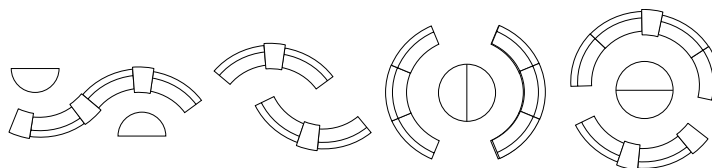
Charcoal Leather

34" L 34" D 33" H – 81010

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa

Platinum Suede

69"L 29"D 33"H – 8301



ottoman

Platinum Suede

25"L 31"D 18"H – 8151

key west



loveseat

Black Fabric

57"L 35"D 33"H – 8307



sofa

Black Fabric

85"L 35"D 33"H – 8306



tub chair

Black Fabric

31"L 31"D 31"H – 8103

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.



astro

chair

Beige Suede
36"L 36"D 29"H – 810809

sofa

Beige Suede
83"L 36"D 29"H – 83063



allegro

chair

Blue Fabric
36"L 34.5"D 30"H – 81019

sofa

Blue Fabric
73"L 34.5"D 29.5"H – 83015



marrakesh

chair

Beige Fabric
34"L 37"D 38"H – 810808

sofa

Beige Fabric
83"L 36"D 29"H – 83062



memphis

chair

Black Fabric
27.25"L 31.75"D 27.5"H – 810812

sofa (compact)

Black Fabric
55"L 31"D 28"H – 83064



roma

chair

White Vinyl
37"L 31"D 33"H – 81020

sofa

White Vinyl
78"L 31"D 33"H – 83016



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casual seating

For a great variety of informal, modern seating options, look no further.

Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.

ottomans

square ottoman

Black Leather – 8154
White Leather – 8152
 40"L 40"D 17"H



bench ottoman

Black Leather – 8155
White Leather – 8153
 60"L 24"D 17"H



half round ottoman

White Leather – 81514
Black Leather – 81513
 72"L 36"D 17"H



vibe cube

Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
 18"L 18"D 18"H



leather cube

Black Leather – 81512
White Leather – 81511
 17"L 17"D 18"H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

occasional chairs

t-vac chair

Translucent/Chrome

25"L 23"D 30"H – 8101



globus occasional chair

White Vinyl/Chrome

28"L 26"D 28"H – 810819



cappuccino chair

Chocolate Fabric

29"L 29"D 34"H – 8104



madrid chair

Black Leather

30"L 30"D 31"H – 8102



madrid chair

White Leather

30"L 30"D 31"H – 810816



stage chair

24"L 26"D 36"H

Onyx Velour – 8105

Camel Velour – 8106

Beige Velour – 8107

Red Velour – 8108



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

occasional chairs

panton chair

White Plastic

20"L 24"D 33"H – 81017



ICE side chair

Transparent/Chrome

17.25"L 20"D 32"H – 810814



new york chair

Onyx/Maple Wood/Chrome

23"L 32"D 33"H – 81090



iso mesh pull-up chair

Black Vinyl/Black Steel

26"L 24"D 38"H – 810707



manhattan chair

Oyster Velour/Black Steel

26"L 22"D 34"H – 810110



berlin stack chair

White & Red Plastic/Chrome – 810811

White & Black Plastic/Chrome – 810810

18"L 22"D 32"H



jetson chair

Black Vinyl/Black Steel

19"L 18"D 31"H – 810702



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

conference chairs

luxor executive chair

Black Leather

27"L 28"D 47"H

Adjustable – 810807



tilt executive chair

Onyx Fabric

26"L 25"D 34"H – 81075



flex chair

Black Plastic/Chrome

24"L 22"D 31"H – 81018



altura conference/ guest chair

Black Fabric/Black Steel

25"L 20"D 34"H – 81063



perth highback chair

Black Leather/Chrome

23"L 21"D 43"H

Adjustable – 810813



altura junior executive chair

Black Fabric

25"L 25"D 37"H

Adjustable – 81073



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

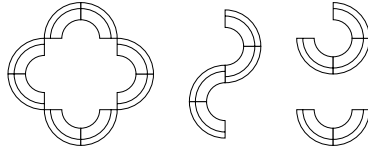
bars & barstools

martini bar

Grey metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501



possible configurations:



ohio barstool

Grey Fabric/Chrome – 810100
Red Fabric/Chrome – 810101
Black Fabric/Chrome – 810102
18" Round 31" H Adjustable



shark swivel barstool

White Plastic/Chrome
22"L 19"D 34-44"H
Adjustable – 810202



banana barstool

White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21"L 22"D 30"H



ICE barstool

Transparent/Chrome
16.75"L 16"D 37.75"H – 810815



gin barstool

Maple Wood/Chrome
16"L 16"D 29"H – 810505



jetson barstool

Black Vinyl/Black Steel
18"L 19"D 29"H – 810706



oslo barstool

Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17"L 20"D 30"H



Tables in coordinating colors are available upon request.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops and more.

occasional end & cocktail tables

silverado end table

Tempered Glass/Painted Steel
24" Round 22"H – 82015



silverado table

Tempered Glass/Painted Steel
36" Round 17"H – 82014



inspiration end table

Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023



inspiration table

Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022



geo end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H



geo table

Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H



sydney end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H



sydney table

Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H



conference tables

nova white oval table

White Laminate/Chrome
71"L 35.5"D 29"H – 82060



manhattan table

Glass/Black Steel
42" Round 29"H – 82033



geo conference table

Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

product display

etagere

Black – 850604
Silver – 850605
30"L 16"D 70"H



locking door pedestal

Black Laminate
24"L 24"D 42"H – 85078



refrigerators

refrigerator*

White
14.0 cubic feet
20"L 30"D 65"H – 8503001



lighting

mason table lamp*

White/Brushed Silver
16"D Round 26"H – 850707



mason floor lamp*

White/Brushed Silver
18"D Round 55"H – 850708



*Electrical power must be ordered separately.

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

FREEMAN

6555 West Sunset Road

Las Vegas, NV 89118

Ph: 702-579-1700 • Fax: 469-621-5604

FreemanLasVegasES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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SEATING						
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

Lisbon Group - Black Leather						
___	81011	Chair.....	458.00	503.80	641.20	___
___	8303	Loveseat.....	614.00	675.40	859.60	___
___	8302	Sofa.....	681.00	749.10	953.40	___
Newport Group - Charcoal Leather						
___	8308	Loveseat.....	621.00	683.10	869.40	___
___	8109	Armless Chair.....	353.50	388.85	494.90	___
___	81010	Corner Chair.....	412.50	453.75	577.50	___
South Beach Group - Platinum Suede						
___	8301	Sofa.....	599.00	658.90	838.60	___
___	8151	Ottoman.....	262.50	288.75	367.50	___
Key West Group - Black Fabric						
___	8307	Loveseat.....	488.50	537.35	683.90	___
___	8306	Sofa.....	540.00	594.00	756.00	___
___	8103	Tub Chair.....	375.50	413.05	525.70	___
Astro Group - Beige Suede						
___	810809	Chair.....	425.50	468.05	595.70	___
___	83063	Sofa.....	634.00	697.40	887.60	___
Allegro Group - Blue Fabric						
___	81019	Chair.....	473.00	520.30	662.20	___
___	83015	Sofa.....	755.00	830.50	1057.00	___
Marrakesh Group - Beige Fabric						
___	810808	Chair.....	406.00	446.60	568.40	___
___	83062	Sofa.....	569.00	625.90	796.60	___
Memphis Group - Black Fabric						
___	810812	Chair.....	414.50	455.95	580.30	___
___	83064	Sofa.....	577.00	634.70	807.80	___
Roma Group - White Vinyl						
___	81020	Chair.....	529.00	581.90	740.60	___
___	83016	Sofa.....	812.00	893.20	1136.80	___

CASUAL SEATING

Ottomans						
___	8154	Square - Black Leather.....	299.50	329.45	419.30	___
___	8152	Square - White Leather.....	299.50	329.45	419.30	___
___	8155	Bench - Black Leather.....	360.00	396.00	504.00	___
___	8153	Bench - White Leather.....	360.00	396.00	504.00	___
___	81513	Half Round - Black Leather.....	375.50	413.05	525.70	___
___	81514	Half Round - White Leather.....	375.50	413.05	525.70	___
Cubes						
___	81518	Vibe - Blue Vinyl.....	134.50	147.95	188.30	___
___	81520	Vibe - Pink Vinyl.....	134.50	147.95	188.30	___
___	81519	Vibe - Red Vinyl.....	134.50	147.95	188.30	___
___	81517	Vibe - Yellow Vinyl.....	134.50	147.95	188.30	___
___	81511	White Leather.....	104.25	114.70	145.95	___
___	81512	Black Leather.....	104.25	114.70	145.95	___
Occasional Chairs						
___	8101	T-Vac - Translucent/Chrome.....	293.00	322.30	410.20	___
___	810819	Globus Occasional - White.....	249.50	274.45	349.30	___
___	8104	Cappuccino Chair.....	299.50	329.45	419.30	___
___	8102	Madrid - Black Leather.....	749.00	823.90	1048.60	___
___	810816	Madrid - White Leather.....	749.00	823.90	1048.60	___
___	8105	Stage Chair - Onyx Velour.....	173.50	190.85	242.90	___
___	8106	Stage Chair - Camel Velour.....	173.50	190.85	242.90	___
___	8107	Stage Chair - Beige Velour.....	173.50	190.85	242.90	___
___	8108	Stage Chair - Red Velour.....	173.50	190.85	242.90	___
___	81017	Panton Chair - White.....	180.00	198.00	252.00	___
___	810814	ICE Side Chair-Transparent.....	197.50	217.25	276.50	___
___	81090	New York Chair.....	178.00	195.80	249.20	___

CASUAL SEATING						
Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

Occasional Chairs (continued)						
___	810707	ISO Mesh Pull-up Chair.....	286.50	315.15	401.10	___
___	810110	Manhattan Chair - Oyster.....	208.25	229.10	291.55	___
___	810811	Berlin Stack Chair - Red/White.....	102.00	112.20	142.80	___
___	810810	Berlin Stack Chair - Black/White.....	102.00	112.20	142.80	___
___	810702	Jetson Chair - Black.....	178.00	195.80	249.20	___
Conference Chairs						
___	810807	Luxor Executive Chair.....	397.00	436.70	555.80	___
___	81075	Tilt Executive Chair.....	293.00	322.30	410.20	___
___	81018	Flex Chair w/wheels.....	147.50	162.25	206.50	___
___	81063	Altura Conf/Guest Chair.....	299.50	329.45	419.30	___
___	810813	Perth Highback Chair.....	414.50	455.95	580.30	___
___	81073	Altura Jr Exec Chair/Mid Back.....	330.00	363.00	462.00	___
Bars & Barstools						
___	8501	Martini Bar.....	1313.00	1444.30	1838.20	___
___	810100	Ohio Barstool - Grey.....	162.75	179.05	227.85	___
___	810101	Ohio Barstool - Red.....	162.75	179.05	227.85	___
___	810102	Ohio Barstool - Black.....	162.75	179.05	227.85	___
___	810202	Shark Barstool - White.....	317.00	348.70	443.80	___
___	810103	Banana Barstool - White.....	178.00	195.80	249.20	___
___	810104	Banana Barstool - Black.....	178.00	195.80	249.20	___
___	810815	ICE Barstool - Transparent.....	210.50	231.55	294.70	___
___	810505	Gin Barstool - Maple.....	158.50	174.35	221.90	___
___	810706	Jetson Barstool - Black.....	247.50	272.25	346.50	___
___	810200	Oslo Barstool - Blue.....	225.75	248.35	316.05	___
___	810201	Oslo Barstool - White.....	225.75	248.35	316.05	___

TABLES, LIGHTING & MORE

Occasional End & Cocktail Tables						
___	82015	Silverado End Table - 22"H.....	240.75	264.85	337.05	___
___	82014	Silverado Table - 17"H.....	256.00	281.60	358.40	___
___	82025	Geo End Table - Black.....	217.00	238.70	303.80	___
___	82035	Geo End Table - Chrome.....	184.50	202.95	258.30	___
___	82024	Geo Table - Black.....	240.75	264.85	337.05	___
___	82034	Geo Table - Chrome.....	204.00	224.40	285.60	___
___	82023	Inspiration End Table.....	278.00	305.80	389.20	___
___	82022	Inspiration Table.....	293.00	322.30	410.20	___
___	82054	Sydney End Table - Black.....	223.50	245.85	312.90	___
___	82055	Sydney End Table - White.....	223.50	245.85	312.90	___
___	82052	Sydney Table - Black.....	271.25	298.40	379.75	___
___	82053	Sydney Table - White.....	271.25	298.40	379.75	___
Conference Tables						
___	82060	Nova White Oval Table.....	543.00	597.30	760.20	___
___	82033	Manhattan Table - 29"H.....	286.50	315.15	401.10	___
___	82041	Geo Conf Table - Black.....	406.00	446.60	568.40	___
___	82051	Geo Conf Table - Chrome.....	362.50	398.75	507.50	___
Product Display						
___	850604	Etagerie - Black.....	297.50	327.25	416.50	___
___	850605	Etagerie - Silver.....	297.50	327.25	416.50	___
___	85078	Locking Door Pedestal.....	442.50	486.75	619.50	___
Refrigerator						
___	8503001	Refrigerator White/14 cu ft.....	742.00	816.20	1038.80	___
Lighting						
___	850707	Mason Table Lamp.....	147.50	162.25	206.50	___
___	850708	Mason Floor Lamp.....	219.25	241.20	306.95	___

TOTAL COST			
Sub-Total	+ Tax (8.1%)	N/A	= TOTAL

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
MAY 07, 2013

INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

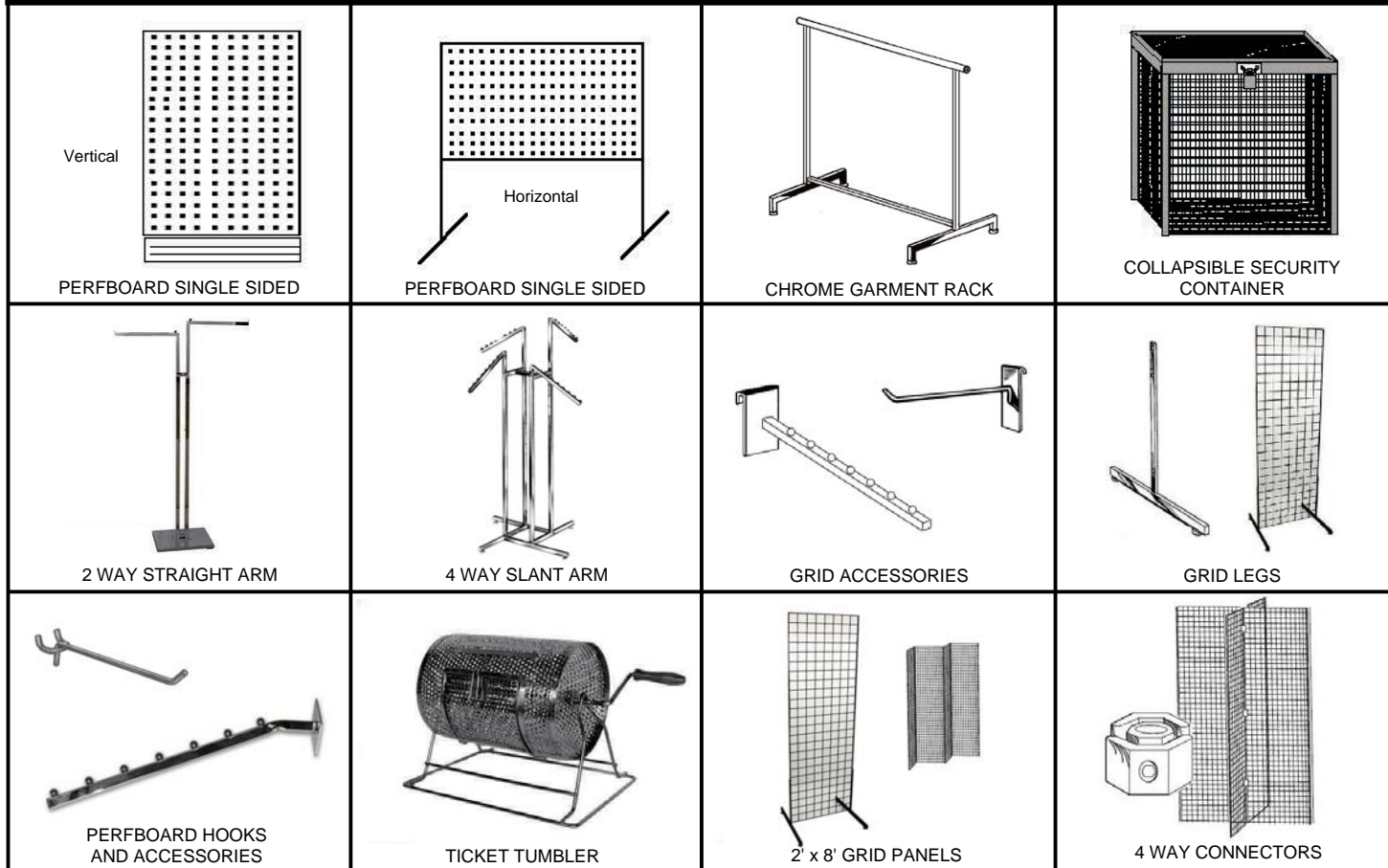
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	202.25	222.50	283.15	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	152.25	167.50	213.15	
___	10201480	4' x 8' Single Side-Horz.....	202.25	222.50	283.15	
___	102040	4" Single Hook.....	2.65	2.90	3.70	
___	102060	6" Single Hook.....	2.65	2.90	3.70	
___	102080	8" Single Hook.....	2.65	2.90	3.70	
___	10205	12" Shelf Bracket.....	16.75	18.45	23.45	
___	10207	7-Ball Waterfall Arm.....	31.25	34.40	43.75	

GRIDS						
___	103028	Chrome Grid.....	86.75	95.45	121.45	
___	103010	Black Grid.....	86.75	95.45	121.45	
___	103011	White Grid.....	86.75	95.45	121.45	
___	103040	Grid Legs (Chrome).....	25.50	28.05	35.70	
___	103041	Grid Legs (Black).....	25.50	28.05	35.70	
___	103042	Grid Legs (White).....	25.50	28.05	35.70	
___	103030	Grid Connectors.....	31.25	34.40	43.75	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	26.25	28.90	36.75	
___	10305	5-Ball Waterfall Arm.....	28.00	30.80	39.20	
___	10307	7-Ball Waterfall Arm.....	31.25	34.40	43.75	
___	10309	Cleaver Clip.....	5.15	5.65	7.20	
___	103044	4" Single Hook.....	2.65	2.90	3.70	
___	103046	6" Single Hook.....	2.65	2.90	3.70	
___	103048	8" Single Hook.....	2.65	2.90	3.70	

ACCESSORIES						
___	151010	Collapsible Security Container.....	304.00	334.40	425.60	
___	15905	Fish Bowl.....	29.50	32.45	41.30	
___	159011	Ticket Tumbler - Small.....	111.50	122.65	156.10	
___	10405	Garment Rack.....	121.50	133.65	170.10	
___	10404	4-way Slant Arm.....	152.25	167.50	213.15	
___	10403	2-way Straight Arm.....	121.00	133.10	169.40	

TOTAL COST		
Sub-Total	8.1 % Tax	Total Cost

Freeman accessories

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MAY 07, 2013

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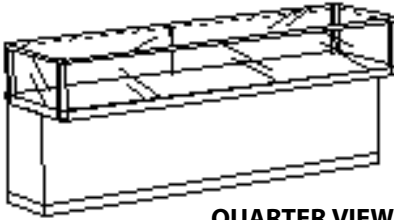
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SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting
Sliding Doors w/Lock (No Mirrors)
Solid Sides
Matte White Formica Exterior
Closed Storage area (Quarter & Half View Cases)
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter, Half & Full View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	101044	4' Quarter View Fluorescent....	424.50	466.95	594.30	_____
___	101052	5' Quarter View Fluorescent....	424.50	466.95	594.30	_____
___	101062	6' Quarter View Fluorescent....	424.50	466.95	594.30	_____
___	101042	4' Half Fluorescent.....	424.50	466.95	594.30	_____
___	101050	5' Half Fluorescent.....	424.50	466.95	594.30	_____
___	101060	6' Half Fluorescent.....	424.50	466.95	594.30	_____
___	101043	4' Full Fluorescent.....	424.50	466.95	594.30	_____
___	101051	5' Full Fluorescent.....	424.50	466.95	594.30	_____
___	101061	6' Full Fluorescent.....	424.50	466.95	594.30	_____
___	101092	Corner Quarter View.....	466.50	513.15	653.10	_____
___	101090	Corner Half View.....	466.50	513.15	653.10	_____

THE DELUXE LINE (Fluorescent)

Fluorescent Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Polished Bronze Frame
Glossy Black Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1014111	4' Quarter View Fluorescent....	491.50	540.65	688.10	_____
___	1014121	5' Quarter View Fluorescent....	491.50	540.65	688.10	_____
___	1014131	6' Quarter View Fluorescent....	491.50	540.65	688.10	_____
___	1014110	4' Half View Fluorescent.....	491.50	540.65	688.10	_____
___	1014120	5' Half View Fluorescent.....	491.50	540.65	688.10	_____
___	1014130	6' Half View Fluorescent.....	491.50	540.65	688.10	_____
___	1014101	Corner Quarter View.....	528.00	580.80	739.20	_____
___	1014100	Corner Half View.....	528.00	580.80	739.20	_____

THE DESIGNER LINE (Fluorescent or Halogen)

Fluorescent Lighting (Quarter & Half View)
Halogen Lighting (Quarter View Only)
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Silver Frame
Textured Gray Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1012400	4' Quarter View Fluorescent....	471.50	518.65	660.10	_____
___	1012500	5' Quarter View Fluorescent....	471.50	518.65	660.10	_____
___	1012600	6' Quarter View Fluorescent....	471.50	518.65	660.10	_____
___	1012401	4' Half View Fluorescent.....	471.50	518.65	660.10	_____
___	1012501	5' Half View Fluorescent.....	471.50	518.65	660.10	_____
___	1012601	6' Half View Fluorescent.....	471.50	518.65	660.10	_____
___	1011400	4' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	1011500	5' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	1011600	6' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	101214	Corner Quarter View Fluorescent	507.00	557.70	709.80	_____
___	101212	Corner Half View Fluorescent	507.00	557.70	709.80	_____
___	101142	Corner Quarter View Halogen	614.00	675.40	859.60	_____

THE ELITE LINE (Halogen)

Halogen Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Gold Frame
Green w/Etched Verdigris Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5', and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1013400	4' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	1013500	5' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	1013600	6' Quarter View Halogen.....	567.00	623.70	793.80	_____
___	1013401	4' Half View Halogen.....	567.00	623.70	793.80	_____
___	1013501	5' Half View Halogen.....	567.00	623.70	793.80	_____
___	1013601	6' Half View Halogen.....	567.00	623.70	793.80	_____
___	101314	Corner Quarter View.....	614.00	675.40	859.60	_____
___	101312	Corner Half View.....	614.00	675.40	859.60	_____

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.1 % Tax		Total Cost



carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both classic and prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman's carpet is manufactured with recycled material
- All of our carpet padding is made from recycled foam

prestige CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on Quick Facts for assistance.



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

***Colors available in both 28 oz. and 40 oz.**
Actual colors may vary slightly.

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

classic CARPET

custom cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



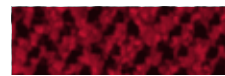
midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly.

questions?

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at **(702) 579-1700**.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal**

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.00	\$ 4.40	\$ 5.60	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.55	\$ 3.90	\$ 4.95	_____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl
☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental -	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.40	\$ 3.75	\$ 4.75	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.10	\$ 3.40	\$ 4.35	_____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal**

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental	Online Price	Discount Price	Standard Price	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.65	\$ 2.90	\$ 3.70	_____

CLASSIC CARPET - includes delivery, material handling, installation and removal**

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 159.25	\$ 175.20	\$ 222.95	_____
_____	9' x 20' Classic Carpet	\$ 318.50	\$ 350.35	\$ 445.90	_____
_____	9' x 30' Classic Carpet	\$ 477.75	\$ 525.55	\$ 668.85	_____
_____	9' x 40' Classic Carpet	\$ 637.00	\$ 700.70	\$ 891.80	_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

- **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$.88	\$.95	\$ 1.25	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.65	\$.70	\$.90	_____
_____	Plastic Covering	\$.53	\$.60	\$.75	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST			
Sub- Total	+	8.1% Tax	= Total Cost

FREEMANcarpet

Take advantage of the Online price
by ordering at www.freemanco.com/store
before MAY 07, 2013

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time38	.55	_____
_____	610200	Booth Vacuuming - 2 Days71	1.00	_____
_____	610300	Booth Vacuuming - 3 Days	1.04	1.45	_____
_____	610400	Booth Vacuuming - 4 Days	1.40	1.95	_____

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time62	.85	_____
_____	630200	Shampoo Carpet - 2 Days	1.24	1.75	_____
_____	630300	Shampoo Carpet - 3 Days	1.86	2.60	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	113.25	158.55	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	140.75	197.05	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	164.75	230.65	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

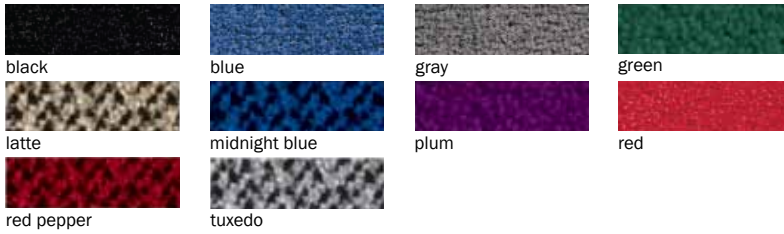


Package 6 upgraded with graphics and cabinet

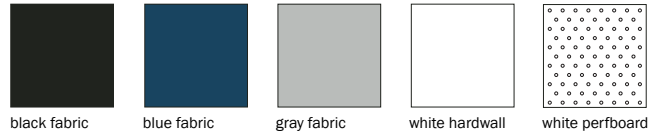
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.

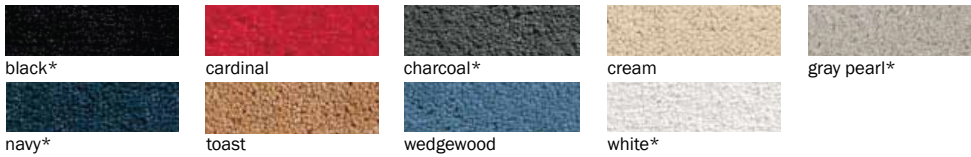
Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



**Colors available in both 28 oz. and 40 oz.*

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

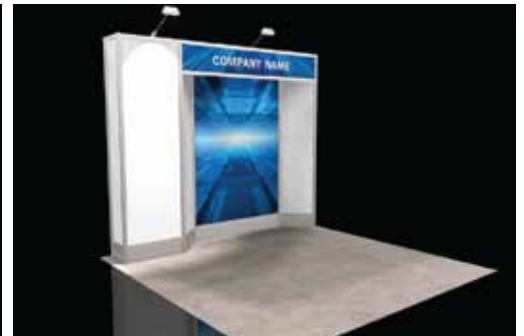
Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

To view additional custom designs



www.freemanco.com/customexhibits

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MAY 07, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,294.00	4,611.60	<input type="checkbox"/> 10' x 20'	5,405.00	7,567.00
Package 2	<input type="checkbox"/> 10' x 10'	2,241.00	3,137.40	<input type="checkbox"/> 10' x 20'	3,717.00	5,203.80
Package 3	<input type="checkbox"/> 10' x 10'	3,149.00	4,408.60	<input type="checkbox"/> 10' x 20'	4,625.00	6,475.00
Package 4	<input type="checkbox"/> 10' x 10'	3,876.00	5,426.40	<input type="checkbox"/> 10' x 20'	7,063.00	9,888.20
Package 5	<input type="checkbox"/> 10' x 10'	2,721.00	3,809.40	<input type="checkbox"/> 10' x 20'	4,525.00	6,335.00
Package 6	<input type="checkbox"/> 10' x 10'	2,590.00	3,626.00	<input type="checkbox"/> 10' x 20'	3,826.00	5,356.40

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

*Unless font type is indicated, Helvetica will be used.

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

TOTAL COST

Sub-Total	+	8.1 % Tax	=	Total Cost
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FREEMAN

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Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

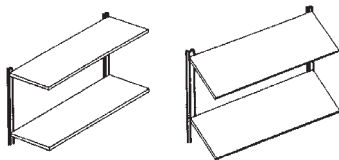
E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

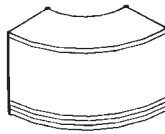
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

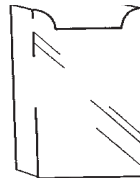
STRAIGHT AND ANGLED SHELVES



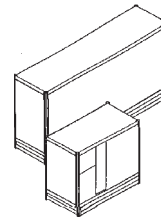
RADIUS COUNTER (Does Not Have Doors)



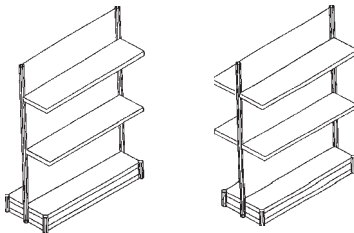
LITERATURE POCKETS (Plexiglass)



COUNTERS & CABINETS

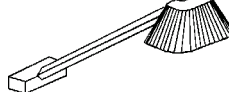


GONDOLAS



(Lights may only be used on rentals.
Electrical service & labor to install
lights is not included.)

STEM LIGHT



TRACKLIGHT



WIRE WALL PANELS

(Available in Black or White)
Usable Surface: 36" w x 86" h
Overall Size: 41-3/16" w x 96" h x 28" d



SLAT WALL PANELS

(Available in White)
Usable Surface: 37-1/2" x 86-1/4"
Overall Size: 41-3/16" w x 96" h x 28" d



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					

___	172512	Stem Light	155.00	217.00	___
___	172514	4' Tracklight (3 lights)	309.00	432.60	___

CABINETS & COUNTERS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 36" High Cabinet	649.00	908.60	___
___	17306	1M x 42" High Counter	732.00	1024.80	___
___	17308	2M x 36" High Cabinet	1046.00	1464.40	___
___	17309	2M x 42" High Counter	1130.00	1582.00	___
___	173010	1M x 36" High Radius Cabinet .	1151.00	1611.40	___
___	173011	1M x 42" High Radius Counter .	1251.00	1751.40	___

GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High	377.50	528.50	___
___	174542	Double Sided 1M x 4' High	502.00	702.80	___
___	174581	Single Sided 1M x 8' High	460.00	644.00	___
___	174582	Double Sided 1M x 8' High	586.00	820.40	___

SHELVES					
___	17201	Straight Shelf - 1M	55.75	78.05	___
___	17206	Angled Shelf - 1M	55.75	78.05	___

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(254748) LV-C1 12/13

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					

Wire Wall
☐ Black ☐ White

___	173518	1M x 8' High Wire Wall	502.00	702.80	___
___	17353	3-Ball Waterfall	27.25	38.15	___
___	17355	5-Ball Waterfall	29.00	40.60	___
___	17357	7-Ball Waterfall	32.25	45.15	___
___	173510	Cleaver Clip	5.35	7.50	___
___	1735468	4" Single Hook	2.75	3.85	___
___	1735468	6" Single Hook	2.75	3.85	___
___	1735468	8" Single Hook	2.75	3.85	___

SLAT WALL					
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___	1736100	1M x 8' High Slat Wall	377.50	528.50	___
___	173650	1/2M x 8' High Slat Wall	283.00	396.20	___
___	173611	Slat Wall Shelf	91.75	128.45	___
___	17365	5-Ball Waterfall	32.25	45.15	___

LITERATURE POCKET					
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___	174015	For 8 1/2 x 11 Literature	31.75	44.45	___
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TOTAL COST					
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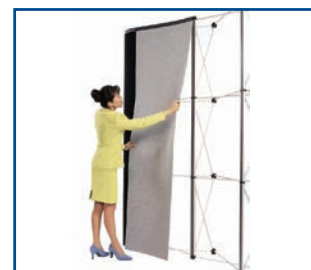
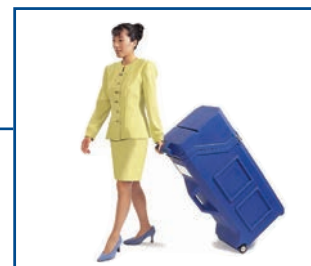
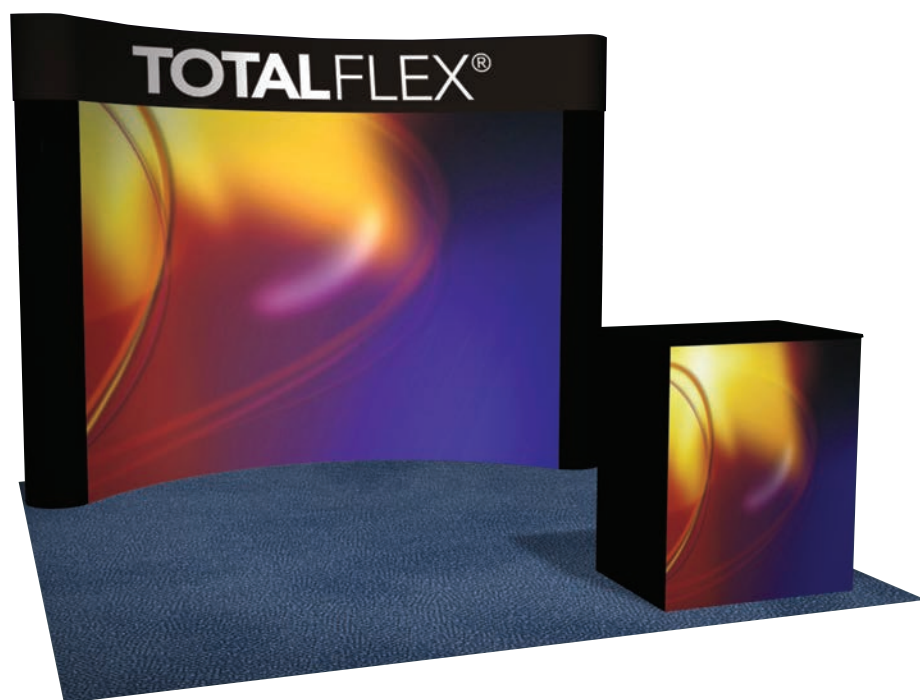
Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____

*Remember to select a color for items with checkboxes.
Otherwise, a selection will be made for you.

FREEMAN exhibit accessories

TOTALFLEX[®]

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

**Graphic design elements are priced separately and not included with exhibit order.*



FREEMAN

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Las Vegas, NV 89118
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FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

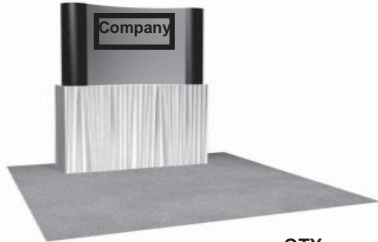
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,209.00	\$1,692.60	_____	_____
40" H x 8' W	\$1,358.00	\$1,901.20	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,416.00	\$1,982.40	_____	_____
40" H x 8' W	\$1,551.00	\$2,171.40	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (Select color below)
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Gold
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$1,813.00	\$2,538.20	_____	_____
8' H x 10' W	\$2,109.00	\$2,952.60	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$2,723.00	\$3,812.20	_____	_____
8' H x 10' W	\$3,130.00	\$4,382.00	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium (8'H x 10'W unit only)
2-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

RENTAL

PURCHASE

Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$184.00	\$257.60	_____	_____	\$236.50	\$331.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$ 94.50	\$132.30	_____	_____	\$173.25	\$242.55	_____
1715802	Straight Shelf	_____	\$ 72.50	\$101.50	_____	_____	\$120.75	\$169.05	_____
1715803	Angle Shelf	_____	\$ 72.50	\$101.50	_____	_____	\$120.75	\$169.05	_____

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

PURCHASE UNITS TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____



fabric solutions



comprehensive capabilities

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

one-stop solutions

Freeman's exhibit specialists can deliver a range of services to fit any budget and both long and short-term usage goals.

- Design
- Fabrication
- Custom Graphics
- Lighting Effects
- Installation and Dismantling
- Shipping and Storage

geometric structures

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
APRIL 30, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$5,527.00	\$8,290.50	_____
_____	10' x 10'	4'	40'	\$6,561.00	\$9,841.50	_____
_____	15' x 15'	3'	60'	\$7,813.00	\$11,719.50	_____
_____	15' x 15'	4'	60'	\$9,228.00	\$13,842.00	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$6,960.00	\$10,440.00	_____
_____	10' x 15'	4'	40'	\$8,084.00	\$12,126.00	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$4,878.00	\$7,317.00	_____
_____	10'	4'	31.42'	\$5,641.00	\$8,461.50	_____
_____	15'	3'	47.12'	\$6,878.00	\$10,317.00	_____
_____	15'	4'	47.12'	\$7,963.00	\$11,944.50	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$4,254.00	\$6,381.00	_____
_____	10' x 10' x 10'	4'	30'	\$4,957.00	\$7,435.50	_____
_____	15' x 15' x 15'	3'	45'	\$6,568.00	\$9,852.00	_____
_____	15' x 15' x 15'	4'	45'	\$9,370.00	\$14,055.00	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$3,576.00	\$5,364.00	_____
_____	15'	4'	30'	\$4,482.00	\$6,723.00	_____
_____	20'	3'	40'	\$5,376.00	\$8,064.00	_____
_____	20'	4'	40'	\$6,330.00	\$9,495.00	_____
_____	30'	3'	60'	\$7,045.00	\$10,567.50	_____
_____	30'	4'	60'	\$8,525.00	\$12,787.50	_____

Total: _____ x Tax (8.1%) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes. Or you may call our Exhibitor Sales Department 702/579-1400.



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.freemanco.com.

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GRAPHICS AND SIGNS

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.**

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
\$14.00 per sq.ft. discount price
sq. ft. _____ x or = \$ _____
\$21.00 per sq.ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____
Application _____
PMS Colors _____

Backing Material:

- ☐ Foamcore ☐ Masonite
☐ PVC ☐ Plexi
☐ Gatorfoam ☐ Eco-Board
☐ Ultra-Board ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment
For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.		Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$41.50	\$62.25 = \$	_____
7" x 22"	_____ @	\$49.00	\$73.50 = \$	_____
7" x 44"	_____ @	\$59.75	\$89.65 = \$	_____
9" x 44"	_____ @	\$65.25	\$97.90 = \$	_____
11" x 14"	_____ @	\$51.00	\$76.50 = \$	_____
14" x 22"	_____ @	\$59.75	\$89.65 = \$	_____
14" x 44"	_____ @	\$82.50	\$123.75 = \$	_____
22" x 28"	_____ @	\$82.50	\$123.75 = \$	_____
28" x 44"	_____ @	\$168.50	\$252.75 = \$	_____
20" x 60" (white only)	_____ @	\$163.00	\$244.50 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment
For Sign Layout

Background Color:

Lettering Color:

TOTAL COST

Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes(if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: www.freemanco.com/store



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

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ORDER FORM
DEADLINE DATE
MAY 7, 2013

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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 89.25	\$ 116.05
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 145.00	\$ 188.50

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

☐

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

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FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

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FORKLIFT EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 178.50	\$ 232.05
304051	Forklift w/operator - up to 5,000 lbs - OT.....	281.50	365.95
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	190.25	247.35
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	298.50	388.05
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	217.25	282.45
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	318.50	414.05
304040	Forklift w/operator - 4-Stage - ST.....	249.00	323.70
304041	Forklift w/operator - 4-Stage - OT.....	343.50	446.55

RIGGING LABOR

3020200	Rigger Foreman - ST.....	\$ 92.25	\$ 119.95
3020201	Rigger Foreman - OT.....	148.00	192.40
3020100	Rigger - ST.....	89.25	116.05
3020101	Rigger - OT.....	145.00	188.50

VEHICLE SPOTTING

257024 Vehicle Spotting (Each Way).....\$ 109.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							Total	

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IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING

HANGING TRUSS & LIGHTING EQUIPMENT

OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
 - * The assembly of all truss
 - * The attachment and disassembly of light fixtures to truss
 - * The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- Freeman Electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
 1. Hang point locations
 2. Height above the floor of each hang point
 3. Weight that will be suspended from each hang point
 4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement - See enclosed LVCC Rigging Regulations.**
- Send the above information to Freeman at the address on the order forms

GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT

OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES

- Freeman Stagehands will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Stagehands must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

IMPORTANT INFORMATION (continued)

NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)

OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST REQUIRED)

OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist.

PLACING YOUR ORDER (please include these items when placing your order)

- **Read enclosed LVCC Rigging Regulations**
- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted to Freeman Rigging Manager three (3) weeks prior to move-in in a DWG format.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

ELECTRICAL HANGING SIGNS

OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.
- Power for chain hoist must be included with your order for electrical services.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

LAS VEGAS CONVENTION CENTER RIGGING REGULATIONS

Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.

1. Any object over 250 lbs. or requiring chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at Freeman 21 days prior to the start of rigging installation for group submittal to the LVCC.
3. All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for each show.

The exhibitor will be charged \$118.00 per hour straight time to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the Las Vegas Convention Center for approval.

All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$118.00 per hour straight time.

4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. Freeman cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.

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HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify FREEMAN immediately for special authorization. See enclosed LVCC Rigging Regulations.
- LVCC Rigging Regulations must be adhered to in order to complete your hang.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

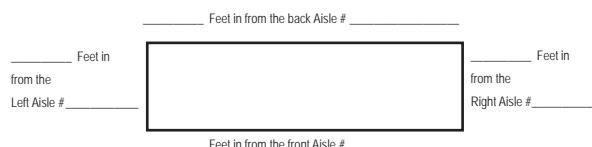
Is Your Sign Designed to Rotate? _____ Yes _____ No *

(Initial in the applicable box above)

* Please see Hanging Truss and Chain Hoist Order Form to order rotator(s).

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

(254748) LVCC 12/13

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Rates are per lift and crew per hour.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

Labor Rates

	Advance Price	Standard Price
--	---------------	----------------

Condor

Condor with crew \$582.00 \$756.60

Sign Assembly

Sign Assembly/Ground Labor \$116.00 \$150.80

- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

Electrical Assembly

Electrical Assembly/Ground Labor

Straight Time \$118.00 \$153.00

Overtime \$236.00 \$306.00

Straight Time (cannot be guaranteed)

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,

All day Saturday, Sunday and holidays

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.

FREEMAN hanging sign labor

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- Orders received after the deadline date will be charged the Standard Price.
- All rigging must comply with LVCC and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.
- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre Rigging: Please contact FREEMAN for availability.

LIGHTING DESIGNER INFORMATION - NOTE: LVCC RIGGING REGULATIONS MUST BE ADHERED TO

Name: _____ Phone: () _____

Company Name: _____

Description	Advance Price	Standard Price
RIGGING EQUIPMENT		
<ul style="list-style-type: none"> • Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show • Rates are per lift and crew, per hour • Crew consists of 1 Operator and 1 Ground Man 		
Condor w/crew	\$ 582.00	\$ 756.60
Scissor Lift w/crew	383.00	497.90

RIGGING LABOR (please indicate labor needed by checking appropriate box(es) below)

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

Rigging Labor - ST	\$ 118.00	\$ 153.00
Rigging Labor - OT	236.00	306.00

- ☐ High Rigger ☐ Ground Rigger ☐ Theatrical Stage Electrician ☐ Programmer
☐ Projectionist ☐ Audio Visual Technician ☐ Sound Technician

MISCELLANEOUS LABOR

- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Charges do not apply if your electrical needs consist of 20 amps or less.

Turn-On / Turn-Off Charge - ST	\$ 118.00	\$ 153.00
Turn-On / Turn-Off Charge - OT	236.00	306.00

Qty	Description	Advance Price	Standard Price	Total
MISCELLANEOUS EQUIPMENT				
_____	One Ton Hoist (power not included - complete Electrical Order Form) *	\$ 462.00	\$ 600.60	\$ _____
_____	Half Ton Hoist (power not included - complete Electrical Order Form) *	449.00	583.70	\$ _____
_____	20.5" Box Truss (per foot) *	23.50	30.55	\$ _____
_____	12" Box Truss (per foot) *	19.25	25.05	\$ _____
_____	Small Rotator	215.25	279.85	\$ _____
_____	Large Rotator	428.50	557.05	\$ _____
_____	Man Lift (per day)	177.50	230.75	\$ _____
_____	Genie Hand Crank (per day)	177.50	230.75	\$ _____

Total for Miscellaneous Equipment \$ _____

* Add 8.1% Tax \$ _____

Grand Total..... \$ _____

**Please attach a detailed production schedule that includes a
daily list of labor and equipment needed for the duration of the show.**

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **AARP Presents Life@50+ / May 30 - June 1, 2013** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, LAS VEGAS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

**Complete and return form to address listed at the top
of this form.**

FREEMAN structural integrity statement



audio visual

Freeman Audio Visual offers a wide array of products in our expansive network throughout North America. Our exhibit specialists will assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any space or budget. Our resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Audio Visual creates the right fusion of equipment and services that will command attention while communicating your company's message. Whatever your needs are, our highly trained support teams will be on-site to ensure your program is a success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always depend on Freeman Audio Visual to recommend the perfect combination of solutions to enhance your company's brand.

- Pre-show consultation regarding equipment specifications and budgeting
- Complete range of audio visual equipment and installation services
- Intelligent lighting design, installation and operation
- Scheduled deliveries with advance confirmation to meet your timelines
- State-of-the-art technology



Intelligent Lighting Systems



High-Performance Professional
Sound Systems



Flat-Screen Technologies



Custom-Designed Trusses

questions?

Please call an Audio Visual Specialist at 800-225-5289.

F R E E M A N

**PROUD TO SERVE AS YOUR
OFFICIAL AUDIO VISUAL PROVIDER:**

2013 Life@50+
May 31-June 1, 2013
Las Vegas Convention Center
Las Vegas, NV

Exhibiting Company Name _____ Booth Number _____

Third Party if Applicable _____

Company Address _____

City _____ State _____ Zip Code _____

Print Name _____ Signature _____

Phone _____ Fax _____

E-mail _____

On-site Contact _____ On-site Contact Cell _____

Method of Payment:

- ☐ MasterCard ☐ Check (Must be in U.S. funds)
☐ Visa ☐ Bank Transfer (Call for information)
☐ American Express ☐ Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # _____ Exp. Date _____

Card Holder Name (Print) _____ Signature _____

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

Quick Tips:

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.



POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Def.), Single Post Stand		\$350.00	\$455.00	
32" Flat Screen with Speakers (16:9, High Def), Dual Post Stand		\$600.00	\$780.00	
42" Flat Screen with Speakers (16:9, High Def.), Dual Post Stand		\$680.00	\$884.00	
46" Flat Screen with Speakers (16:9) High Def), Dual Post Stand		\$810.00	\$1053.00	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI, HDMI input)		\$250.00	\$325.00	
32" Flat Screen with Speakers (720P, 16:9, High Definition, DVI input)		\$450.00	\$585.00	
42" Flat Screen with Speakers (16:9, High Definition)		\$530.00	\$689.00	
46" Flat Screen with Speakers (1080P, 16:9, High Definition, HDMI input)		\$660.00	\$858.00	
52" Flat Screen with Speakers (16:9, High Definition, DVI input)		\$790.00	\$1027.00	
60" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI input)		\$1120.00	\$1456.00	
Single Post Stand with Shelf (Accommodates Flat Screens 24" and Smaller)		\$100.00	\$130.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		\$150.00	\$195.00	
Universal Mounting Bracket (For Exhibitor owned monitors 32"- 65")		\$100.00	\$130.00	
DVD Player with auto repeat (Consumer Grade)		\$80.00	\$104.00	
Blu-ray DVD Player with auto repeat		\$100.00	\$130.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		\$220.00	\$286.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		\$160.00	\$208.00	
Desktop Computer with Monitor (3.2GHz or faster)		\$185.00	\$240.50	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		\$215.00	\$279.50	
HP Laser Printer (40 PPM)		\$130.00	\$169.00	
Quoted Additional Equipment				

Additional equipment/accessories available upon request. Contact us at: 702-352-1488 for a quote or additional labor

CONTACT YOUR FREEMAN REPRESENTATIVE: ASHLEY WINTON

3325 W. Sunset, Suite A
Las Vegas, NV 89118
Phone: 702-352-1465
Fax: 469-621-5604
Visit us at: www.freemanco.com
E-mail: ashley.winton@freemanco.com



*Show rate subject to a 30% increase when ordering after May 5, 2013.

Equipment Subtotal:

Handling Charge Includes: Delivery, set-up, dismantle and on-site tech. support.

25% of equipment subtotal for orders **under \$3,000.** (\$160.68 Min.).....

Additional labor required for wall/truss mounted flat screen monitors. (\$75)

NO SALES TAX OR DRAYAGE CHARGED ON AV EQUIPMENT!

TOTAL CHARGES:

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?


Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.

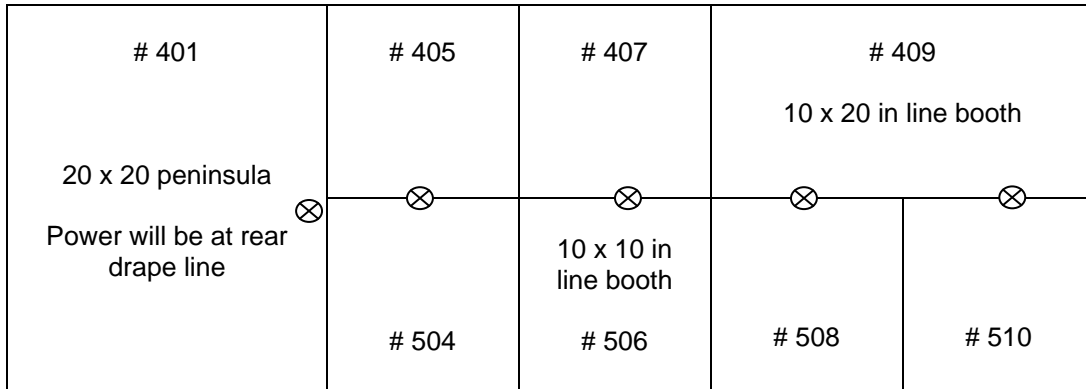
ELECTRICAL SERVICES

40 x 40 use 1 square = 1 foot

SAMPLE LAYOUTS

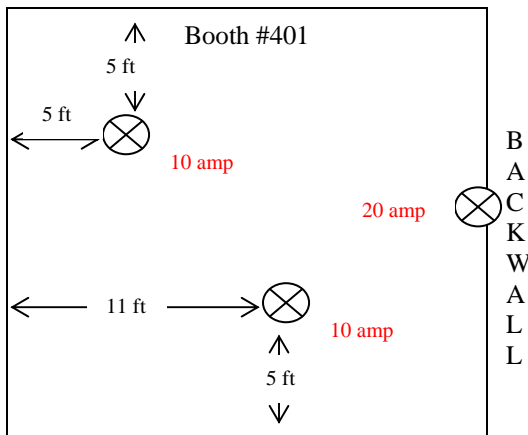
IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

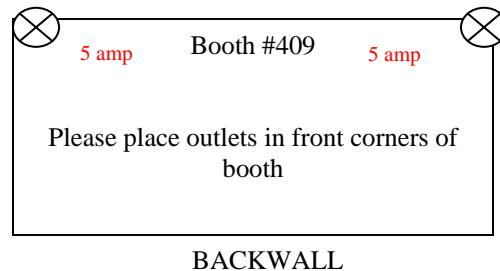


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409
Order = 2 x 5 amp outlets



ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

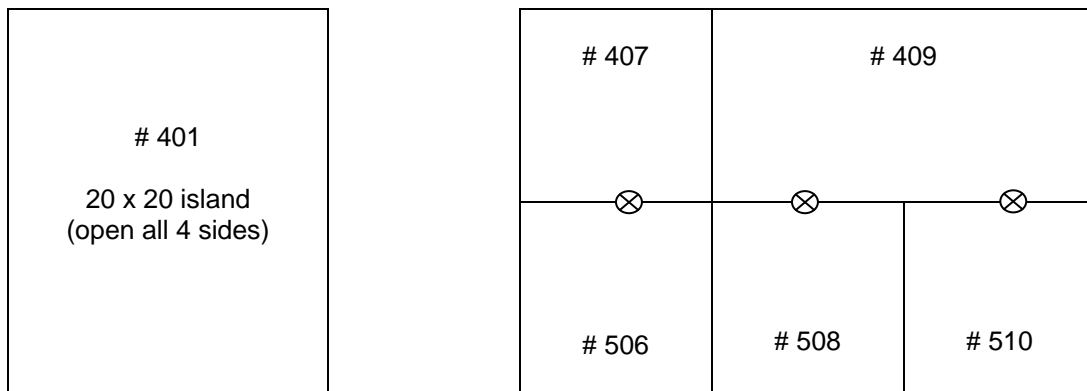
2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

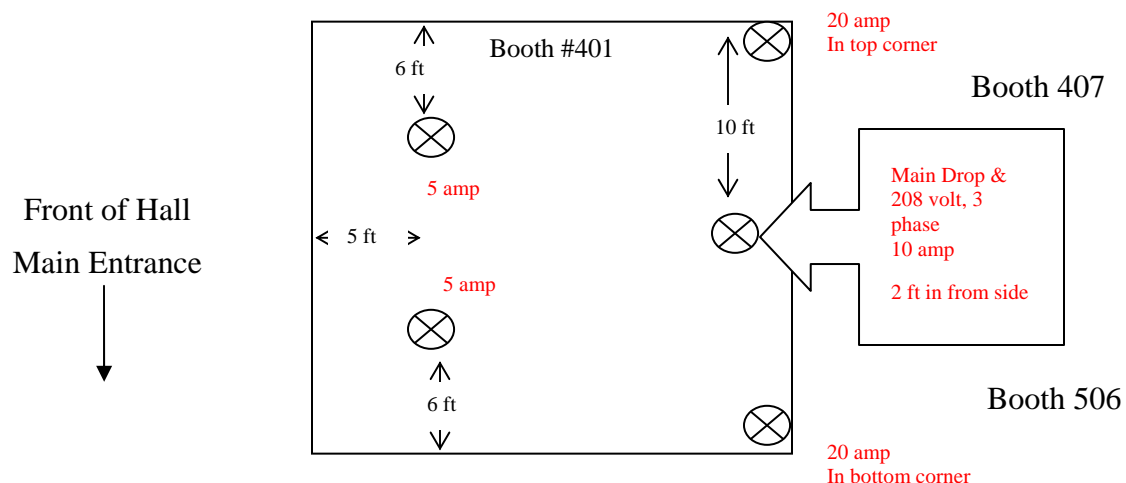
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanLasVegasES@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier (dependent upon size) may require 208 volt	
Computer Printer - Laser	400-1000	Pizza Oven (small) 30amp/120 volt Special Connection	
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater 30amp/208 volt/Single Phase		Water Cooler - Hot/Cold Water	2000

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see Electrical Labor Order Form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	120.00	180.00 = \$	_____
1000 Watts (10 amps)	_____	_____	213.00	319.50 = \$	_____
2000 Watts (20 amps)	_____	_____	280.00	420.00 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	527.00	790.50 = \$	_____
30 Amps	_____	_____	630.00	945.00 = \$	_____
60 Amps	_____	_____	830.00	1,245.00 = \$	_____
100 Amps	_____	_____	1,090.00	1,635.00 = \$	_____
200 Amps	_____	_____	2,016.00	3,024.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	708.00	1,062.00 = \$	_____
30 Amps	_____	_____	845.00	1,267.50 = \$	_____
60 Amps	_____	_____	1,110.00	1,665.00 = \$	_____
100 Amps	_____	_____	1,463.00	2,194.50 = \$	_____
200 Amps	_____	_____	2,203.00	3,304.50 = \$	_____
400 Amps	_____	_____	4,025.00	6,037.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$5.90 per Amp (20 Amp Min.)

Qty _____ Amps _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	846.00	1,269.00 = \$	_____
30 Amps	_____	_____	1,016.00	1,524.00 = \$	_____
60 Amps	_____	_____	1,330.00	1,995.00 = \$	_____
100 Amps	_____	_____	1,753.00	2,629.50 = \$	_____
200 Amps	_____	_____	2,644.00	3,966.00 = \$	_____

SPECIAL LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	135.50	203.25 = \$	_____
Double Light Stand	_____	210.00	315.00 = \$	_____
4' Track with 3 Lights	_____	230.00	345.00 = \$	_____
Arm Light	_____	152.50	228.75 = \$	_____
Overhead Quartz Light*	_____	346.50	519.75 = \$	_____

* Overhead quartz lights include labor to install and first focus.

* May require labor and/or lift at additional charge. Please contact
FreemanLasVegasES@freemanco.com for estimated charges.

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

(254748) LV-C1 12/13

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

**DEADLINE DATE OF:
MAY 7, 2013**

MULTIPLE OUTLET LOCATIONS/ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

HANGING SIGNS

Show site prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact
FreemanLasVegasES@freemanco.com.

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <u>N/A</u>
GRAND TOTAL	\$ _____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS

HOW TO CALCULATE YOUR ELECTRICAL REQUIREMENTS:

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 280 volt power.

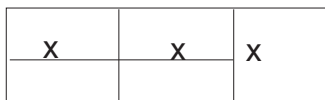
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

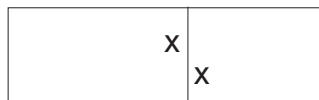
LOCATION OF POWER IN YOUR BOOTH:

Inline and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams. (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

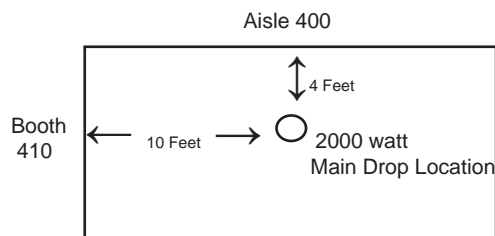


BACK TO BACK PENINSULA

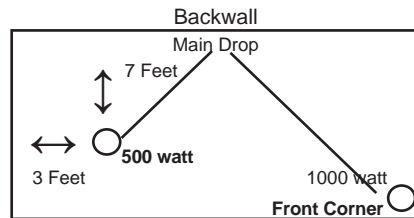
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below. A grid is available at www.freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Order Form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State, and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
Ph: 702-579-1700 • Fax: 469-621-5604
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MAY 7, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

Overtime - Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$ 118.00	\$ 153.00
Electrician - OT	\$ 236.00	\$ 306.00
Forklift w/operator - ST	\$ 261.50	\$ 339.95
Forklift w/operator - OT	\$ 360.50	\$ 468.65
Man Cage	\$ 32.50	\$ 42.25

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

* Show site price applies to all labor orders placed at show site.

* Start time guaranteed only at start of working day.

Please refer to the "Hanging Sign Labor Order Form" and/or the "Truss & Theatrical Lighting Equipment & Labor Order Form" for all hanging signs, truss, chain motors and other hanging needs.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I&D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Desk to confirm that you are ready for service.

Note: For more information and an example of a completed floor plan, please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

Labor Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ Lift Type _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire flat cable, extension cords and/or power strips, both of which must be grounded and UL approved.

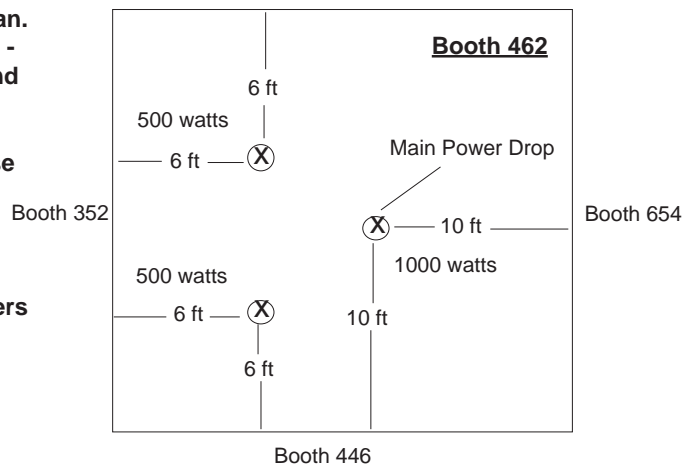
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



F R E E M A N

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**DISCOUNT PRICE
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INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AARP Presents Life@50+ / May 30 - June 1, 2013**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes 1st 90 feet of air line).....	_____	587.00	880.50 = \$	_____
Each additional air outlet (within 5 feet of 1st outlet)	_____	295.00	442.50 = \$	_____
Additional footage per foot (after 1st 90 feet)	_____	4.60	4.60 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM) ..	_____	9.70	14.55 = \$	_____
Total				_____

Standard connection is a 1/4" AMFLO C-1 quick disconnect. There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge for water outlet (includes first 90 feet of water line) ..	_____	587.00	880.50 = \$	_____
Each additional water outlet (within 5 feet of 1st outlet)	_____	295.00	442.50 = \$	_____
Additional footage per foot (after 1st 90 feet)	_____	4.60	4.60 = \$	_____
Total				_____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.) _____	587.00	880.50 = \$ _____
Each additional drain outlet within the same booth.....	295.00	442.50 = \$ _____
Additional Footage per foot (after 1st 90 ft.).....	4.60	4.60 = \$ _____
		Total

FILL & DRAINS

0 - 200 Gallons	_____	311.00	466.50 = \$	_____
201 - 400 Gallons	_____	491.00	736.50 = \$	_____
Each Additional 100 Gallons (after 400 Gallons).....	_____	38.25	57.40 = \$	_____
Total				

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

GASES & MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Gas Type _____ \$ _____
Equipment/Material _____ \$ _____

LABOR

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

	Advance Price	Show Site Price
Straight Time	\$ 99.00	\$ 129.00 = \$ _____
Monday - Friday, 8:00 a.m. - 4:30 p.m. (except holidays)		
Overtime	\$ 198.00	\$ 258.00 = \$ _____
Before 8:00 a.m. and after 4:30 p.m. weekdays, All day Saturday, Sunday and Holidays		

In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.

PLUMBING CONDITIONS AND REGULATIONS

- 1 To receive discount prices, order must be received by Freeman with full payment.
 - 2 Credit will not be given for connections installed and not used.
 - 3 All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
 - 4 All equipment must comply with state and local safety codes.
 - 5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
 - 6 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
 - 7 All equipment using water must have inlet and outlet properly tagged.
 - 8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
 - 9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
 - 10 Service outlet size will be determined by the volume required.
 - 11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
 - 12 All outlets will be installed on the floor at the backwall of booth.
 - 13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
 - 14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
 - 15 All utility outlets include up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
 - 16 Exhibitors are not allowed to bring air compressors on the show floor.
 - 17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
 - 18 Please contact our Plumbing Department at 702/579-1700 for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
 - **All electrical requirements must be ordered on the Electrical Rental Order Form.**



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)



Company Name		Booth / Room	Show Name: AARP 2013 NATIONAL EVENT
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: 05 / 30 / 13 To 06 / 01 / 13
Billing Address		Incentive Order Deadline: 05 / 07 / 13	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	

Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expire Date (MM / YY):	Sec Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Card Holder Name:	Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 164	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 136	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 6,704	
2. Internet – Networking Services: Equipment					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 164	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 245	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 54	
3. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 409	\$ 490	
4. Voice Services: Dedicated Line (Direct line do not dial “9”)					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 409	\$ 490	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3 rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,452	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 10,082	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 75	\$ 75	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee of \$250 Internet/Network / \$75 Telephone - per line (if ordering service after show move-in has started).					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2013 - 030 - 136
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ORDER ON LINE: <https://www.smarcitynetworks.com/Order/center.aspx?center=030>

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider of all Voice, Data and Network** services (wired and wireless) **and installer of all cabling (except Electrical) including but not limited to Voice and Data** communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals.**
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional on-site fee of \$250 (Internet) / \$75 (Telephone) – per line.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2013 - 030 - 136	

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/center.aspx?center=030>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: L a s V e g a s C C (0 3 0) - N V

Show: AARP 2013 NATIONAL EVENT

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2013 - 030 - 136

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Las Vegas CC (030) - NV
 Show: AARP 2013 NATIONAL EVENT

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2013 - 030 - 136

Voice and Data communications cabling. Smart City is the **exclusive installer** of all cabling (except Electrical) including but not limited to Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cables fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Work / Labor - Communications Cable

Center: **L a s V e g a s C C (0 3 0) - N V**
Show: **AARP 2013 NATIONAL EVENT**

Company Name: _____
Booth / Room #: _____
Customer / Ref #: **2013 - 030 - 136**

Smart City has the exclusive contract to install all cabling (except Electrical) including but not limited to voice and data communications cabling. This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cables fall under Smart City's area of responsibility.

- ❖ **Labor cost** - \$75.00 an hour per technician, with a one hour minimum.
- ❖ **Floor work** - Estimated at 4 cables per hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- ❖ **Smart City Cat 5 Cable** - \$50 each (50 ft. cable)

Please select the floor work option that you will require for your booth:

☐ **Yes**, we will need to order floor work from Smart City for our booth.

_____ Estimated number of labor hours. Please add this to our order.

☐ **No**, we will not require floor work for our booth. We will not be laying our cables across aisles or under carpet or flooring.

Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** We prefer Smart City to provide the cable for our booth.

_____ Number of Cat 5 Cable(s) at \$50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Las Vegas Convention Center
3150 Paradise Rd.
LVCC Warehouse (Door #12)
Attn: Smart City / Chris Marsh
Las Vegas, NV 89109



SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)



Company Name		Booth / Room	Show Name: AARP 2013 NATIONAL EVENT
Billing Name		Show Dates: 05 / 30 / 13 To 06 / 01 / 13	
Billing Address		Incentive Order Deadline: 05 / 07 / 13	
City, State / Country, Zip		Email	
Contact	Telephone Number () -		Fax Number () -
Install Date / / Time : / /	Removal Date / / Time : / /	Cell Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

Important! Important! - Prices are based on drop / install charge(s) (\$200 each) plus number of days requested [three (3) day minimum] (DTV - \$30/day; Analog - \$35/day; Digital - \$50/day). Our exclusive DTV & Cable TV contract will not permit other contractors to provide this install.

Description	Type	Qty	Incentive	Base	Total
1. Local Las Vegas DTV Stations (9 DTV Stations in Las Vegas) - (Install Labor & Tech Support)					
a. DTV Stations - Local – 3 day	CL-3		\$ 290.00	\$ 365.00	
b. DTV Stations - Local – 4 day	CL-4		\$ 320.00	\$ 395.00	
c. DTV Stations - Local – 5 day	CL-5		\$ 350.00	\$ 425.00	
d. DTV Stations - Local – 6 day	CL-6		\$ 380.00	\$ 455.00	
e. DTV Stations - Local – 7 day or greater	CL-7+		(Call 888-446-6911 for quote)		
2. Cable TV Analog (69 Analog Channels) - (Install Labor & Tech Support)					
a. Cable TV - Analog – 3 day	CA-3		\$ 305.00	\$ 380.00	
b. Cable TV - Analog – 4 day	CA-4		\$ 340.00	\$ 415.00	
c. Cable TV - Analog – 5 day	CA-5		\$ 375.00	\$ 450.00	
d. Cable TV - Analog – 6 day	CA-6		\$ 410.00	\$ 485.00	
e. Cable TV - Analog – 7 day or greater	CA-7+		(Call 888-446-6911 for quote)		
3. Cable TV Digital (130 Video Channels & 45 Music Channels) - (Install Labor & Tech Support)					
a. Cable TV - Digital – 3 day	CD-3		\$ 350.00	\$ 425.00	
b. Cable TV - Digital – 4 day	CD-4		\$ 400.00	\$ 475.00	
c. Cable TV - Digital – 5 day	CD-5		\$ 450.00	\$ 525.00	
d. Cable TV - Digital – 6 day	CD-6		\$ 500.00	\$ 575.00	
e. Cable TV - Digital – 7 day or greater	CD-7+		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MC		(Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee of \$75 per drop / line (if ordering connection after show move-in has started). x (number of lines)					
6. Distance Fee of \$500 for each drop / line outside the convention venue.					

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide drop / install as requested herein, is authorized to request such drop / install and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein.

Print Authorized Name		Authorized Signature		Date
FOR SMART CITY USE: Payment Rec'd (Amount):		Customer No: 2013 - 030 - 136		
Payment Type:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Wire Transfer <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard / Visa			
Note:	CSR:	Date:		

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/center.aspx?center=030>

TERMS AND CONDITIONS (continued from page 1)

<p>1. Smart City is the exclusive provider of all DTV, Cable TV, Voice, Data and Network connections(s) (wired and wireless) and installer of all cabling (except Electrical) including but not limited to DTV, Cable TV, Voice and Data communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cabling.</p> <p>2. The use of the DTV / Cable TV connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals.</p> <p>3. Incentive Price applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional \$75 line/drop.</p> <p>4. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of connection(s).</p> <p>5. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this contract shall remain the property of Smart City.</p>	<p>6. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Credit will not be given for connection(s) installed and not used. Connection problems must be reported to the Smart City Service Desk. Claims will not be considered unless filed in writing by Customer prior to close of show.</p> <p>7. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans) may be billed to the Customer at the prevailing rate.</p> <p>8. A per line move fee starting at \$200 may apply to relocate the line(s) after it is installed.</p> <p>9. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748.</p> <p>10. Prices are based upon current rates and are subject to change without notice.</p> <p>11. The Customer will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. Missing equipment will incur charges at prevailing rates.</p>
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LIMITATION OF LIABILITY

<p>Limited Warranty. SMART CITY warrants that: (a) it has the right to provide all CTV and Cable TV connections(the "Connection(s)"). In the event that the Connection(s) do not perform in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Connection(s), to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Connection(s) hereunder with respect to such calendar year.</p> <p>The foregoing warranties will not apply to the extent that: (a) the Connection(s) are used for any purpose other than those set forth in this Customer Contract regardless of whether SMART CITY has terminated this Customer Contract because of such misuse; (b) the cause of a breach of warranty is due to a malfunction in your Exhibit area equipment through which the Connection(s) are accessed; or (c) the cause of a breach of warranty is due to any other cause outside of our sole and reasonable control.</p> <p>DISCLAIMER OF WARRANTY. THE FOREGOING CONSTITUTE OUR ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE CONNECTION(S) WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SMART CITY HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.</p> <p>Indemnification.</p> <p>Each party agrees to indemnify, defend, and hold harmless the other party, its affiliates, and their current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorneys' fees) brought by a third party arising out of, or in connection with a breach of the other party's representations, warranties, covenants and agreements set forth in this Customer Contract or to the extent attributable to such party's gross negligence or willful misconduct.</p> <p>In claiming any indemnification hereunder, the indemnified party shall promptly provide the indemnifying party with written notice of any claim which the indemnified party believes falls within the scope of the foregoing paragraphs. The indemnified party may, at its own expense, assist in the defense if it so chooses, provided that the indemnifying party shall control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind the indemnified party shall not be final without the indemnified party's written consent, which shall not be unreasonably withheld.</p>	<p>The terms of these provisions shall survive the expiration or termination of this Customer Contract.</p> <p>LIMITATION OF LIABILITY. EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR CONNECTION(S) OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR CONNECTION(S) UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THE DEFICIENT CONNECTION(S). THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.</p> <p>THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.</p> <p>NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE CONNECTION(S) PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.</p> <p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the connection(s) covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any TV Connection; (5) The right of the Customer to receive any TV Connection will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such connection(s) unless the Facility elects in its sole discretion to continue to provide such connection(s) itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any TV Connection(s) have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p>
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<p>12. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</p> <p>13. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City.</p> <p>14. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</p>	<p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p>SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>
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ORDER ON LINE: <https://www.smartcitynetworks.com/Order/center.aspx?center=030>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Floor Plan – DTV, Cable TV, Other Cable

Center: Las Vegas CC (030) - NV

Show: AARP 2013 NATIONAL EVENT

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2013 - 030 - 136

DTV, Cable TV, Voice and Data communications cabling. Smart City is the **exclusive installer** all cabling (except Electrical) including but not limited to DTV, Cable TV, Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other non Electrical cables fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service / connection(s), a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each product group (Telephone, Internet, etc.) or combine all services / connections on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

X = Main Distribution Location (**MDL**) – The originating line(s) for service / connection, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services / connection(s) to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services / connection(s) within your booth after they have been engineered and / or installed.

CT = Location of primary Cable TV Connection "**CT**".

H / SW / SP / M / CX = Location of Hub "**H**", Switch "**SW**", Splitter "**SP**" and / or Monitors "**M**", etc. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and coaxial cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services / connection(s).

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

las vegas convention center

EXHIBITOR HOSPITALITY MENU

LAS
Vegas



Welcome...

Welcome...

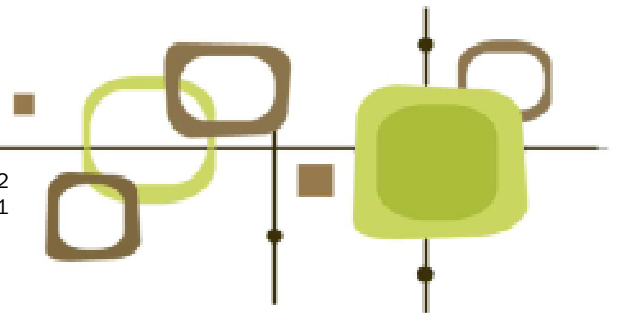
Our professional team of caterers and chefs located at the Las Vegas Convention Center is on hand to create a valuable and rewarding dining experience for you and your guests.

Enclosed in our menu you'll find a preview of our culinary capabilities enhanced with multiple cuisine selections and service styles. In the event of needing custom menu's, our Chefs are available to create & demonstrate a variety of cuisines and service styles. Live cooking stations, intimate receptions & gala meals are just some examples of the custom events we can offer.

Reintroduce yourself to the pleasure of sharing a great meal and dining experience as ARAMARK'S team executes your events at the Las Vegas Convention Center.

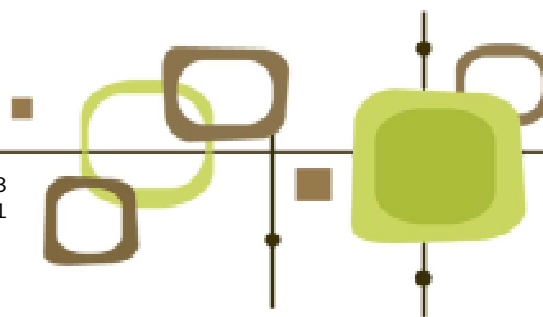
Regards,
Scott Endy
Executive Chef

"one cannot think well, love well, sleep well if one has not dined well"
Virginia Woolf



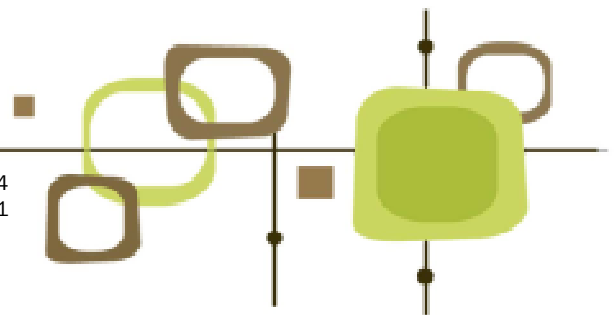
Stand out in the crowd with these specialty items

	Advance Purchase	Show Price
Logo Bottled Water What better way to get your product and/or company name into everyone's hands! Available in 16.9 oz or 12 oz bottles (24 bottles per case). Minimum order of 25 cases <i>* Due to the nature of this product, camera ready artwork (EPS format preferred) must be received by ARAMARK no later than 60 days prior to your event.**</i>	Priced Upon Request	N/A
Antique Popcorn Machine— per day (Attendant required) 67"H X 34"W X 26"D <i>* Requires 110 volt, 20 amp electrical hook-up</i>	\$175.00	\$192.50
Tabletop Popcorn Machine— per day (Attendant required) 26"H X 22"W X 18"D <i>* Requires 110 volt, 20 amp electrical hook-up</i>	\$75.00	\$82.50
Popcorn Packs Individual packages of popcorn kernels, oil and seasoning. (Includes popcorn bags) Serves 240 guests	\$165.00	\$181.50
Portable Convection Cookie Oven – per day (Attendant required) 12"H X 20"W X 20"D <i>* Requires 110 volt, 20 amp electrical hook-up</i>	\$50.00	\$55.00
Otis Spunkmeyer Cookie Dough Your choice of chocolate chip, oatmeal raisin or white chocolate macadamia nut dough. Serves 240 cookies	\$175.00	\$192.50



Hot Beverages

	Advance Purchase	Show Price
Keurig K-Cup Individual Serving Coffee Package – Serves 24 This “Make It Yourself” Keurig coffee machine makes individual fresh brewed cups of coffee on demand. Package includes 24 “Donut Shop” coffee k-cups and is accompanied by appropriate condiments. * <i>Requires 120 Volt, 15 Amp Electrical Hook-Up</i>	\$90.00	\$99.00
Keurig K-Cup Coffee Kit Replenishment ** Ask your Sales Manager about flavored coffee, decaf and assorted tea options.	\$90.00	\$99.00
Starbucks Brewed Coffee Accompanied by appropriate condiments Regular or Decaf Per 2.5 Gallons – 40 Cups	\$117.00	\$129.00
Hot Tea Selection Accompanied by appropriate condiments Per 2.5 Gallons – 40 Cups	\$117.00	\$129.00
Gourmet Espresso/Cappuccino Machine – one day rental Additional day Additional barista labor - per hour Offer your guests a hot freshly-made espresso, cappuccino, latte or mocha as you discuss the business of the day. One barista attendant included for up to six hours per day * <i>Requires 2 DEDICATED 110 volt, 20 amp electrical hook-ups & a 42” eight-foot skirted table</i>	\$595.00 \$495.00 \$45.00	\$654.00 \$544.00 \$45.00
Additional Gourmet Espresso Coffee – serves 50 <u>This item must be ordered to accompany espresso machine.</u> Kit includes coffee, chocolate syrup, whipping cream and two gallons of milk. Accompanied by appropriate condiments	\$125.00	\$137.00

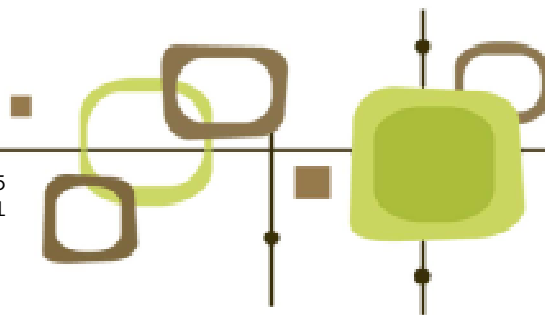


Cold Beverages

Cases contain 24 beverages

	Advance Purchase	Show Price
Water		
Las Vegas Logo – 16.9 oz bottled water per case	\$43.00	\$43.00
Arrowhead – 16.9 oz bottled water per case	\$43.00	\$43.00
Aquafina Ecofina - 16.9 oz bottled water /case - 50% less plastic	\$60.00	\$66.00
Cold water cooler - per day* (<i>Advance order only</i>)	\$35.00	
<i>* Requires 1 DEDICATED 110 volt, 5 amp electrical hook-up</i>		
Culligan 5 gallon water - per jug	\$26.00	\$29.00
Soft drinks & flavored beverages		
Fresh orange juice - per gallon	\$49.00	\$54.00
Assorted bottled juice - per dozen <i>Apple, Cranberry & Orange</i>	\$36.00	\$36.00
Milk ½ pints - per dozen	\$25.00	\$27.50
Assorted soft drinks - per case <i>Pepsi, Diet Pepsi, Mountain Dew & Sierra Mist</i>	\$60.00	\$60.00
Gatorade - assorted flavors per case	\$78.00	\$78.00
Iced Tea - per 2.5 gallons	\$82.00	\$90.50
Lemonade - per 2.5 gallons	\$82.00	\$90.50

Ask your sales manager for our specialty water and energy drink selections (items are sold by the case increment only).



Breakfast

Good Morning, Las Vegas!

One dozen fresh baked pastries, croissants and breakfast breads. Bottled fruit juices, Starbucks coffee. Butter and assorted preserves included

Advance Purchase	Show Price
For 12 - \$153.00	\$168.00

(Add decaf or hot tea ala carte per 2.5 gallons)

\$117.00	\$129.00
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All American Breakfast (Hot food attendant required)*

Scrambled eggs topped with chives, tomatoes and cheddar cheese, home-style country potatoes, crispy bacon strips, buttermilk biscuits, Starbucks coffee . Butter and assorted preserves included

For 12 - \$192.00	\$211.00
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Fresh Breakfast Pastry Selection

Assorted fresh baked pastries, croissants and breakfast breads. Butter and assorted preserves included

For 12 - \$ 44.00	\$ 48.40
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Bagel Selection

Assorted freshly baked bagels served with butter, cream cheese and preserves

For 12 - \$ 32.00	\$ 35.00
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Assorted Donuts

For 12 - \$ 30.00	\$ 33.00
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Fresh Seasonal Sliced Fruit Tray

For 24 - \$132.00	\$ 145.00
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Whole Fresh Fruit

For 12 - \$ 24.00	\$ 26.00
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Yoplait Yogurt – Assorted Flavors

For 12 - \$ 36.00	\$ 39.75
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Take a Break

Service is based on a 25-guest minimum . -if minimum indicated is not met, a \$110.00 labor charge will be added.

The following selections are served per person.

Sweet Street

Assorted colossal cookies, brownies, blondies, and petite cheesecakes, Starbucks coffee

Advance Purchase	Show Price
\$ 9.75	\$ 10.75

Ice Cream Shoppe

Blue Bunny ice cream bars, ice cream sandwiches and jumbo cookies
(Tabletop freezer included)

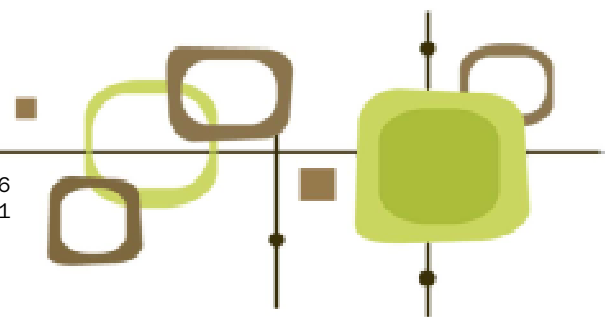
\$ 7.50	\$ 8.25
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Coffee Café

Biscotti, fresh baked muffins and breakfast breads, Starbucks coffee

\$ 12.00	\$ 13.20
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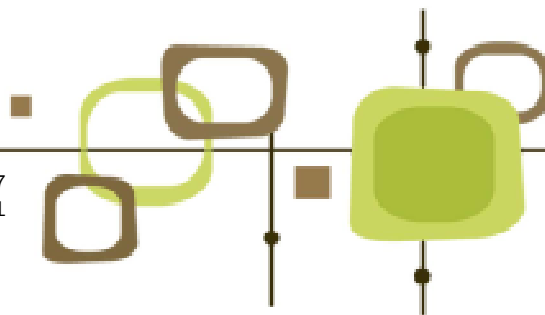
****Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.***



Sandwich Platters

All platters are accompanied with assorted bagged chips

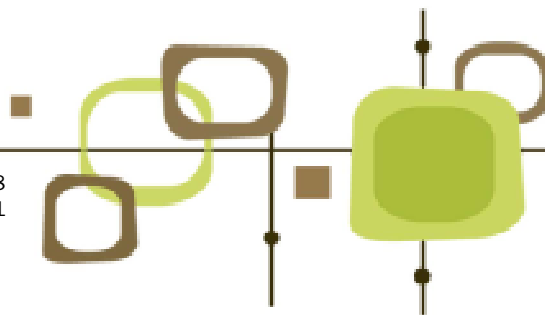
	Advance Purchase	Show Price
Italian Hoagie Salami, ham, pepperoni, provolone, pepperoncini, lettuce and Italian vinaigrette, hoagie roll	For 12 - \$227.00	\$250.00
Assorted Vegetarian Platter <i>Caprese</i> - baby spinach, mozzarella and sundried tomato in a garlic wrap <i>Southwestern Vegetable Wrap</i> - grilled vegetables , roasted corn, ranch dressing in a tomato wrap <i>Traditional</i> - garden vegetables, herbed cheese spread on whole wheat euro	For 12 - \$174.00	\$191.50
Chicken Caesar Wrap Grilled chicken breast, hearts of romaine and parmesan cheese rolled in spinach wrap with creamy Caesar dressing	For 12 - \$174.00	\$191.50
Sin City Sliders Chicken BLT on a white mini Euro, Italian (Salami, ham, and pepperoni, provolone, pepperoncini, lettuce and Italian vinaigrette) on a white mini Euro and Roast Turkey and Swiss on a whole wheat mini Euro	For 12 - \$240.00	\$264.00
Only Vegas Combo Platter Chipotle chicken wrap in a sundried tomato wrap, honey ham and Swiss on a whole wheat Euro, gourmet roast beef on sourdough bread and southwest vegetable wrap in a tomato wrap	For 12 - \$232.00	\$255.00
Roast Turkey on Croissant Roasted turkey, provolone cheese, pesto aioli, leaf lettuce served on a fresh croissant	For 12 - \$192.00	\$211.00
Gourmet Roast Beef Platter Medium-rare roast beef, cheddar cheese, horseradish spread and romaine lettuce on sour dough bread	For 12 - \$240.00	\$264.00



Salads

	Advance Purchase	Show Price
Insalata Caprese Platter Seasonal tomatoes, fresh mozzarella and balsamic reduction	For 12- \$ 72.00	\$ 79.00
All American Potato Salad Creamy mustard dressing	For 12 - \$ 54.00	\$ 60.00
Harvest Green Salad Seasonal mixed greens tossed with gorgonzola cheese, candied walnuts and dried fruit, house vinaigrette	For 12 - \$ 66.00	\$ 73.00
Classic Caesar Salad Crisp romaine lettuce, garlic croutons and shredded parmesan cheese, creamy Caesar dressing	For 12 - \$ 66.00	\$ 73.00
Add Grilled Chicken	For 12 - \$ 82.00	\$ 90.00
Southwest Salad Hearts of romaine, roasted corn , black beans, red peppers and tortilla strips, chipotle ranch dressing	For 12 - \$ 70.00	\$ 77.00
Add Grilled Chicken*	For 12 - \$ 82.00	\$ 90.00

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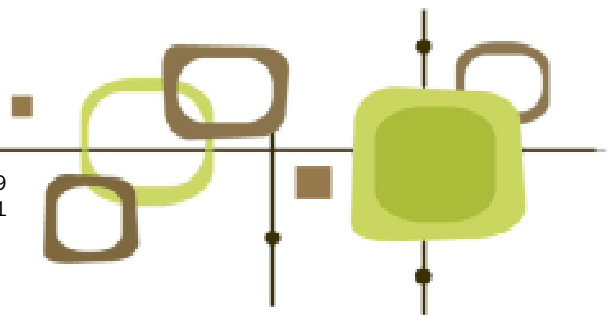
Hot Lunch Entrées

All lunch entrées are designed to serve 24 guests.

All hot food entrees on the show floor require a hot food attendant

	Advance Purchase	Show Price
Chicken Saltimbocca* Herb chicken breast with provolone cheese and sprinkled with pancetta crisps. Served with penne pasta, seasonal vegetables, and Italian bread sticks	\$380.00	\$462.00
Southern Barbeque* House smoked pulled pork, potato salad, coleslaw and soft rolls with butter	\$300.00	\$330.00
Char-Grilled Teriyaki Chicken * Char grilled chicken glazed with teriyaki sauce, stir fry vegetable chow mein	\$360.00	\$396.00
Hebrew National Hot Dog Bar* Hebrew National hot dogs, sauerkraut ,diced onions, cole slaw, bagged chips and appropriate condiments	\$280.00	\$308.00
<i>Add: chili & cheese</i> <i>Inquire about our street vendor cart rental for your booth</i>	\$85.00	\$93.50
Lasagna al Forno Meat or vegetable lasagna, Caesar salad and Italian breadsticks	\$275.00	\$303.00

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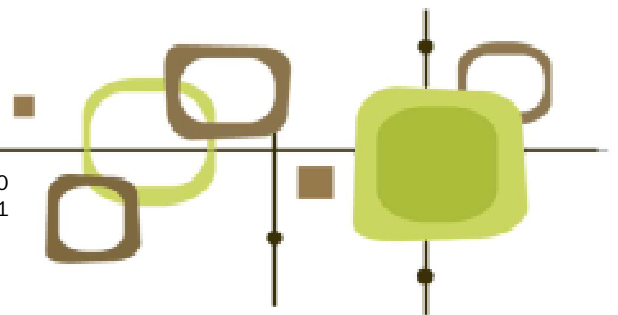


Boxed Lunches

All served with whole fruit, bagged chips, dessert & bottled water.

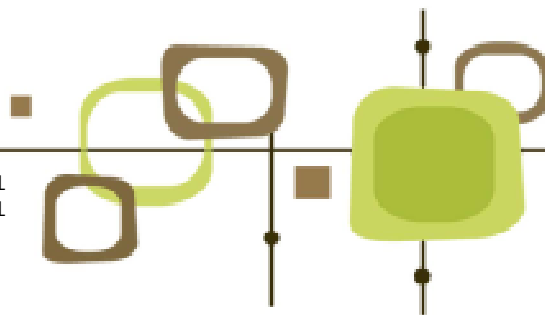
	Advance Purchase	Show Price
Chicken Club Wrap* Grilled chicken breast, romaine lettuce, smoked bacon, cheddar cheese and ranch dressing in a flavored tortilla	\$23.00	\$25.30
Southwest Vegetarian Wrap Grilled vegetables, roasted corn and ranch dressing in a cilantro tortilla	\$21.00	\$23.50
Chipotle Chicken Wrap* Grilled chicken breast, hearts of romaine, queso fresco cheese, and creamy chipotle ranch dressing in a chipotle tortilla	\$21.00	\$23.50
Turkey Pesto Croissant Sliced roasted turkey, provolone cheese, pesto aioli, leaf lettuce on a butter croissant	\$20.00	\$22.00
Honey Ham and Swiss Honey ham, Swiss cheese, leaf lettuce, dijonaise spread served on soft Kaiser roll	\$20.00	\$22.00
Gourmet Roast Beef* Medium-rare roast beef, cheddar cheese, horseradish spread, romaine lettuce on sour dough bread	\$20.00	\$22.00
Vegetable Cobb Salad Chopped romaine, grilled vegetables, blue cheese, tomatoes, hard boiled egg. Ranch dressing	\$23.00	\$25.30
Chicken Caesar Salad* Sliced grilled chicken served with hearts of romaine, parmesan cheese, seasoned croutons. Creamy Caesar dressing	\$20.00	\$22.00

**Consuming raw or undercooked meats, poultry, seafood,*



Snacks

	Advance Purchase	Show Price
Salsa Time! (serves 12) Tri-Color tortilla chips, guacamole, & salsa	\$30.00	\$33.00
Homemade Kettle Classics (serves 12) Seasoned house made kettle chips with roasted garlic vegetable dip	\$28.00	\$30.75
Planters Salted or Honey Roasted Peanuts (2.5 pound units)	\$48.00	\$52.00
Assorted Chip Variety (dozen) Individual bags of Doritos, Pretzels, SunChips and Lays Classic potato chips	\$21.00	\$23.25
Snack Mix (per pound)	\$17.00	\$18.75
Jaw Breaker! Everything you need to keep your reception desk candy dish full! One pound bags of Jolly Rancher hard candy, peppermints, Hershey's Miniatures, assorted sour balls & root beer barrels	\$65.00	\$71.50
Assorted Dessert Bars (dozen)	\$46.00	\$50.75
Fudge Brownies (dozen)	\$40.00	\$44.00
Colossal Cookies (dozen) Chocolate Chip, Oatmeal Raisin & White Chocolate Macadamia	\$32.00	\$35.25
Logo Sheet Cake (full serves 90/half serves 45) Display Your Company's Logo! A great advertising tool when celebrating a company anniversary or new product launch, <i>Food server recommended (additional cost)</i>	\$130.00 \$250.00	\$143.00 \$275.00
Blue Bunny Ice Cream Bars (24 bars) Heath Bar, Strawberry Shortcake, "The Champ" Drumstick & crunch bar. * Requires Ice Cream Freezer Rental	\$69.00	\$75.75



Intermezzo

These platters are designed to serve 24 guests

	Advance Purchase	Show Price
Hummus Trifecta Lemon, roasted red pepper and pesto hummus Crispy oven roasted pita chips	\$114.00	\$125.40
Gourmet Cheese Board Sampler Grilled brie, cheddar, creamy blue and boursin cheese garnished with fruit, gourmet crackers and lavosh	\$168.00	\$204.60
Garden Fresh Vegetable Crudités Seasonal vegetable display including carrots, celery sticks, sweet bell peppers, cherry tomatoes, asparagus, jicama. Roasted red pepper dip	\$132.00	\$145.20
Bruschetta & Tapenade Assortment Olive and caper tapenade and tomato and basil salsa with toasted baguette slices	\$90.00	\$100.00
Fresh Seasonal Sliced Fruit Tray	\$132.00	\$145.20

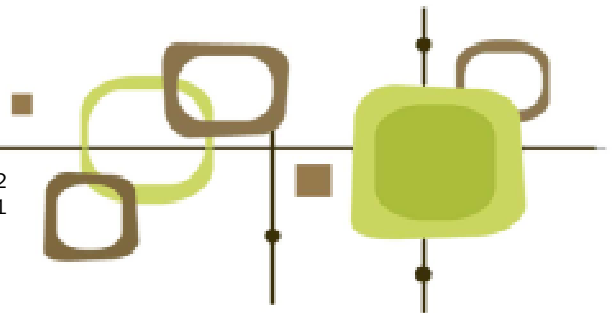
Chef Stations

Chef Stations are designed for a minimum of 50 guests unless otherwise indicated.

Prices are on a per person basis. Chef stations are designed as an accompaniment - not a full meal. All Chef stations require an Aramark Chef - \$165.00 for a 4 hour minimum and an electrical connection. Consult With Your Aramark sales manager for more information.

Pasta Bar Station A choice of penne pasta or cheese tortellini sautéed with olive oil, garlic, fresh tomatoes, asparagus and mushrooms. Served with Pomodoro or pesto sauces, Italian bread sticks and shredded parmesan cheese (per person)	\$10.00	\$11.00
Roast Prime Rib of Beef – Carvery * Gourmet rolls, natural au jus, stone ground mustard and creamy horseradish. This item serves 30 guests	\$450.00	\$495.00
Herbed Turkey Breast – Carvery * Gourmet rolls, cranberry-apricot Chutney and honey dijonaise . This item serves 20 guests	\$220.00	\$242.00
Baron of Beef—Carvery* Gourmet rolls, natural au jus, stone ground mustard, creamy horseradish sauce, and fresh mayonnaise This item serves 150 guests	\$795.00	\$875.00

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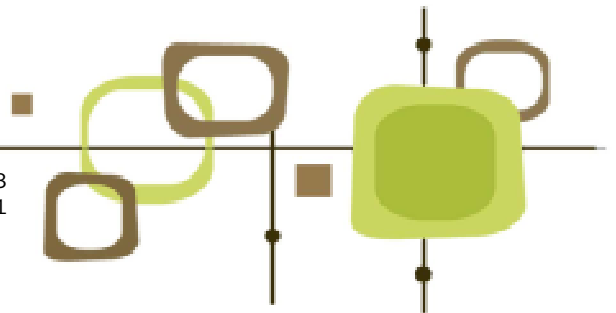
Individual Hors d'Oeuvres

Prices based on a per item basis.

These items are sold in increments of 50 pieces.

	Advance Purchase	Show Price
Chilled		
Jumbo shrimp with spicy cocktail sauce and lemon wedges	\$5.00	\$5.50
Brie mousse and lingonberry tartlet	\$6.25	\$7.00
Assorted sushi & sashimi with soy sauce, pickled ginger and * wasabi	\$5.50	\$6.00
Chocolate dipped strawberries	\$4.50	\$4.95
Mozzarella and sundried tomato on focaccia	\$6.00	\$6.75
Warm		
<i>All hot food entrees on the show floor require a hot food attendant</i>		
Crispy chicken bites - plain or buffalo with ranch dressing*	\$3.50	\$4.00
Spinach and sundried tomato in filo pouch	\$6.00	\$6.75
Chicken pot stickers with sesame-soy ginger sauce*	\$4.25	\$4.75
Tempura shrimp with Thai chili sauce*	\$4.25	\$4.75
Crab cakes with remoulade sauce*	\$4.25	\$4.75
Hibachi beef skewers*	\$4.25	\$4.75
Petite beef Wellingtons with mustard sauce*	\$5.50	\$6.00
Spinach spanakopita	\$5.00	\$5.50
Black bean South-West spring roll*	\$3.50	\$3.85
Parmesan artichoke hearts	\$5.00	\$6.00
Blackened chicken satay	\$5.50	\$6.00
Pretzel roll reuben	\$5.50	\$6.00
Apricot stuffed dates wrapped in bacon*	\$4.00	\$4.50
Cheeseburger spring roll*	\$6.00	\$6.75
Balsamic onion and feta filo tartlet	\$4.50	\$4.95
Boursin filled artichoke hearts	\$5.50	\$6.00

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Hosted Bar Packages

The below Bar Packages can be customized to exceed your guest's expectations. Don't forget to inquire about our specialty cocktail program that will allow you work to with our in-house mixologist to create a cocktail customized for your event!

Portable bar fronts are available on a first come first served basis. Exhibitors are required to provide one 8 foot skirted table for a back bar. Once bar front inventory is depleted, exhibitors must also supply a bar front table. ARAMARK reserves the right to substitute spirits of same type and similar quality and price.

All hosted bars are based on a consumption basis, unless otherwise contracted. A guaranteed minimum sales threshold of **\$650.00(++)** per bar per four hours is required. If the minimum guarantee is not met, you will be charged the minimum sales threshold of **\$650.00(++)**.

"The Lounge" Standard Hosted Bar

Vodka	Smirnoff or Skky
Rum	Bacardi Silver
Gin	Bombay Sapphire
Whiskey	Jim Beam or Jack Daniels, Canadian Club
Scotch	Cutty Sark
Tequila	Sauza or Jose Cuervo Gold
Brandy	Christian Brothers
Beers	Bud, Bud Light, Miller Lite, Corona, Heineken or Beck's
Wine	Robert Mondavi Woodbridge Chardonnay, Cabernet & Beringer White Zinfandel

Charge per drink:

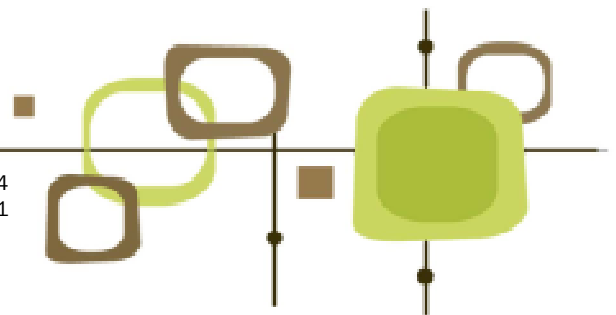
Cocktails	\$6.50
Domestic/Import Beer	\$5.00/\$6.00
Wine by the Glass	\$5.50
Assorted Soft Drinks	\$2.50
Bottled Water	\$2.75

"The Club" Premium Hosted Bar

Vodka	Absolut or Stolichnaya
Rum	Captain Morgan and Bacardi Silver
Gin	Bombay Sapphire or Tanqueray
Whiskey	Jameson, Jack Daniels, Makers Mark, Crown Royal, Dewar's
Tequila	Jose Cuervo 1800
Brandy	Remy VS
Cordials	Baileys Irish Crème
Beers	Bud, Bud Light, Miller Lite, Corona, Heineken or Beck's, Fat Tire or Sam Adams
Wines	Columbia Crest 2 Vines Chardonnay and Cabernet, Beringer White Zinfandel

Charge per drink:

Cocktails	\$7.00
Domestic/Import Beer	\$5.00/\$6.00
Wine by the Glass	\$6.00
Assorted Soft Drinks	\$2.50
Bottled Water	\$2.75



Cash Bar and Cash/Ticket Bar Packages

A cash bar or cash/ticket bar has a guaranteed minimum sales threshold of **\$950.00(++)** per bar per four hours. If the minimum guarantee is not met, you will be charged the difference between the actual cash sales and the minimum of **\$950.00(++)**. All bars are based on a consumption basis, unless otherwise contracted.

Portable bar fronts are available on a first come first served basis. Exhibitors are required to provide one 8 foot skirted table for a back bar, as well as for an electrical outlet being required for cash bars. Once our bar front inventory is depleted, exhibitors must also supply a bar front table. ARAMARK reserves the right to substitute spirits of same type and similar quality and price.

“The Club” Premium Cash Bar or Cash/Ticket Bar

(Cash bars require 110v electrical drop for each bar's register)

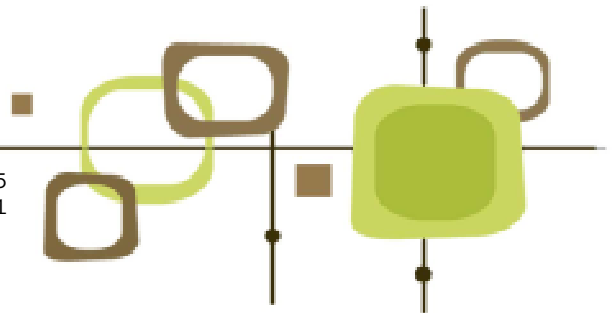
Vodka	Absolut or Stolichnaya
Rum	Captain Morgan and Bacardi Silver
Gin	Bombay Sapphire or Tanqueray
Whiskey	Jameson, Jack Daniels, Makers Mark, Crown Royal, Dewar's
Tequila	Jose Cuervo 1800
Brandy	Remy VS
Cordials	Baileys Irish Crème
Beers	Bud, Bud Light, Miller Lite, Corona, Heineken or Beck's, Fat Tire or Sam Adams
Wines	Columbia Crest 2 Vines Chardonnay and Cabernet, Woodbridge White Zinfandel

Charge per drink:

Cocktails	\$7.00
Domestic/Import Beer	\$5.00/\$6.00
Wine by the Glass	\$6.00
Assorted Soft Drinks	\$2.50
Bottled water	\$2.75

Please note if you will provide guests with coupons or drink tickets to be redeemed at the bar:

- All coupons/tickets are redeemable for a single serving beverage.
- All coupons/tickets received by the bartenders remain the property of ARAMARK
- Tickets have a blended price value of \$6.00++ for cash/ticket bars.



Beer Selection

Beer available by the case

Budweiser, Bud Light, Miller Genuine Draft, Miller High Life, Miller Lite, Coors, Coors Light
\$105 case (12 oz. bottles)

Heineken, Beck's, Amstel Light, Corona, Pacifico, Dos Equis, Bohemia, Sierra Nevada, Fat Tire, Pyramid
Heffewiesen
\$130 case (12 oz. bottles)

Beer by the keg – please note that a bartender is required to dispense kegs. Exhibitor must supply one table at least 3 foot tall with a minimum service area of 4' x 2.5' and capable of supporting 70 pounds.

Budweiser, Bud Light, Miller Genuine Draft, Miller High Life, Miller Lite, Coors, Coors Light
\$375 / keg

Beck's, Dos Equis (Amber or Lager), Bass Ale, Rolling Rock, Samuel Adams, Shiner Bock, Sam Adams,
Sierra Nevada Pale Ale, Labatt's, Moosehead
\$475 / keg

****The maximum delivery of unattended beer and wine per day will be 2 drinks per person up to a maximum of two (2) cases of beer or eight (8) bottles of wine. Any order exceeding this quantity will require an ARAMARK attendant.**

Wine Selection

Wines are offered by the individual bottle and may be poured by the glass on hosted bars.

Our wine selection is endless. Please speak with your sales manager for additional options.

Whites

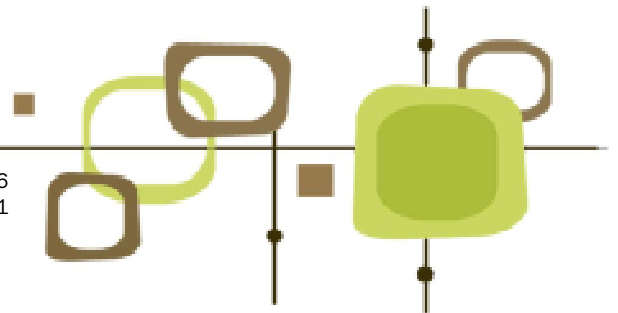
\$29	Columbia Crest 2 Vines Chardonnay
\$32	Beringer Chardonnay
\$35	Montevina Pinot Grigio

Reds

\$25	Trinity Oaks Merlot
\$32	Beringer Cabernet
\$30	Beringer Pinot Noir
\$37	Beringer Merlot

Sparkling Wines & Champagne

\$27	Domaine St Michelle Sparkling Wine
\$39	Korbel Brut Sparkling Wine
\$48	Domaine Chandon Blanc de Noir Sparkling Wine
\$115	Vueve Clicquot Brut NV Champagne
\$130	Moet et Chandon White Star Champagne



Equipment

If china service is ordered, it is required that service personnel also be ordered to work in your exhibit. This will allow continual clean-up so that your area remains presentable for the duration of your service.

Full China Service Coffee cup, saucer, water glass, dinner plate, fork, knife, spoon and white linen napkin	per setting	\$6.00
China Coffee Service Coffee cup, saucer and teaspoon	per setting	\$3.00
China cereal bowl and spoon	per setting	\$3.00
China cocktail plate and fork	per setting	\$3.00
China soup cup and spoon	per setting	\$3.00
Flatware - fork, knife and spoon rolled in a white linen napkin	per setting	\$3.00
Glassware - juice, water, wine, high ball or champagne	each	\$3.00
White Linen Napkin	each	\$1.00
Linen Tablecloth - Sizes: 90" X 90" OR 54" X 120." Colors: Black or White <i>(Other Colors May Be Available Upon Request)</i>	each	\$10.00
Table Skirting – black only	each	\$75.00

**Ask your sales ask manager about Bamboo service ware options*

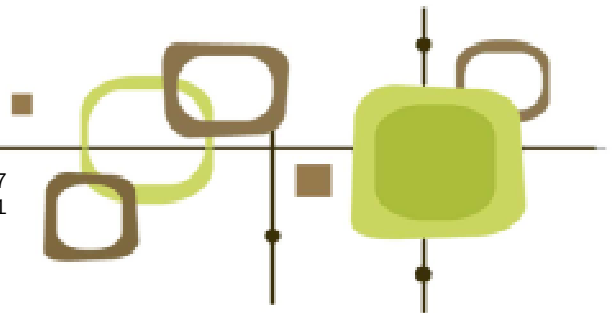
Labor

All hourly labor classifications are subject to a four-hour minimum per day. This consists of one hour of set-up, two hours of service and one hour of breakdown.

After 8 hours, the hourly rate increases to time & one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift.

If you will need continuous coverage in your booth, you may want to add a second attendant.

Food Server / Hot Food Attendant / Runner / Busser	Four hour minimum	\$110.00
	Per hour	\$27.50
Dishwasher / Chef / Bartender	Four hour minimum	\$165.00
	Per hour	\$41.25
Espresso Barista	Per hour	\$45.00
Booth Manager	Per day	\$550.00



Important Information

THIS MENU IS DESIGNED FOR USE ON THE EXHIBIT FLOOR. IF YOU ARE PLACING AN ORDER FOR A MEETING ROOM, PLEASE CALL THE SALES DEPARTMENT FOR A BANQUET MENU.

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
Toll Free: 800-CATER-11
Tel: 702-943-6910

Sponsorship Opportunities

Advertising doesn't have to end with print ads and hanging banners. ARAMARK offers a full range of sponsorship opportunities to get your name out there to convention attendees. From logo cups, napkins or bottled water to employee uniforms and banners at convention cafés and restaurants, ARAMARK can increase your exposure on the exhibit floor and throughout the convention center. Contact your ARAMARK Sales Manager or Convention/Trade Show Manager to discuss the sponsorship possibilities for your event.

Ordering

Please refer to the table below to determine your qualification for discount pricing:

<i>Advanced Purchase Price</i>	More than 30 days prior to your first day of your convention
<i>Show Pricing</i>	Within 30 – 5 business days of your convention commencing
<i>On Site Menu</i>	An on-site specific menu is available for bookings within 5 business days of your convention commencing

Our deadlines allow sufficient time to order, plan and prepare all of your food and beverage needs. All orders are subject to the pricing above.

Booking Amendments & Cancellations

Changes and/or cancellations must be received 5 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received prior to 2 p.m. and will be subject to a 20% change fee. Late changes will also be subject to approval by the ARAMARK Sales Department based upon availability of product and staff.

Payment Policy

ARAMARK Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

Delivery Charge

A \$25.00(+++) charge will apply to all original orders of less than \$75.00 per delivery.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu content, etc., is subject to special pricing.

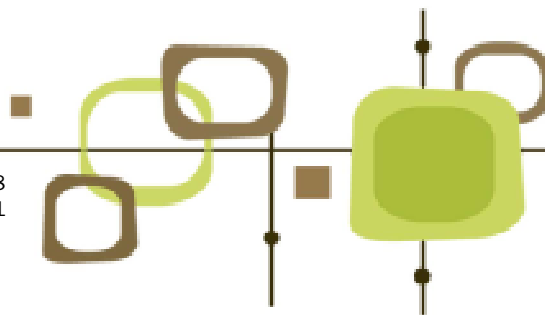
Service Ware

Due to the restricted amount of space available for booth service catering, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. Biodegradable service ware is used where available. If you require china service, please order these items separately. Available items are listed under the "Equipment & Labor" section of the menu. Please Note: If china service is ordered, it is required that service personnel also be ordered for the entire duration of food service. This will allow continual clean-up, so that your area remains presentable throughout the day.

Service Personnel

When ordering ARAMARK personnel for your booth, please plan for one hour each for set-up and break down time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift. Please plan ahead if you will need continuous coverage in your booth. ARAMARK personnel will clean food and beverage related areas. They are not permitted to do general booth cleaning, such as vacuuming, emptying non-food trash, dusting, etc.

All services include appropriate condiments & disposable service ware at no additional charge.



Delayed or extended service

In order to offer the very finest presentation, all services are planned with the following timetable: one hour for setup, two hours for service and one hour for breakdown. If for any reason, service is delayed or will exceed the normal timeframe, an additional charge of \$27.50 per server will be assessed for each additional hour. Please note that in order to ensure the quality of food and beverage, ARAMARK cannot leave food out for longer than 2 hours.

Tax & Administrative charges.

All food and beverage pricing is subject to a 19% administrative charge and 8.1% sales tax. All equipment and labor charges are subject to a 8.1% sales tax only.

Pricing

All prices are subject to change without prior notification.

Tables & Electrical Requirements

ARAMARK does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

Unauthorized Food & Beverage

ARAMARK is the exclusive caterer for the Las Vegas Convention Center. Absolutely no food or beverage, candy, logo water, etc., are allowed into the Las Vegas Convention Center without approval from, and appropriate waiver /corkage fees paid to ARAMARK.

Alcohol Policy...

As the provider of alcoholic beverages at the Las Vegas Convention Center, ARAMARK takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

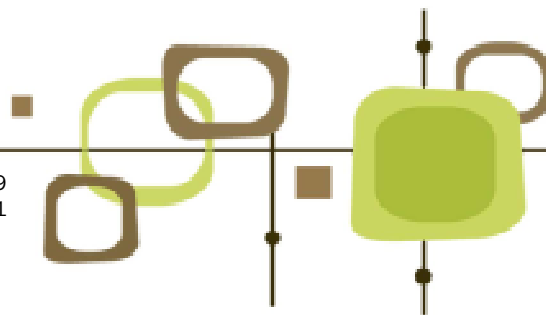
The maximum delivery of unattended beer and wine per day will be 2 drinks per person up to a maximum of two (2) cases of beer or eight (8) bottles of wine. Any order exceeding this quantity will require an ARAMARK attendant.

All hosted bars are based on a consumption basis, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required. For Cash Bars or Cash/Ticket Bars, a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee - whichever is greater.

The requirements and expectations of any ARAMARK customer with regard to the service of unattended alcoholic beverages at the Las Vegas Convention Center are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, ARAMARK follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the LVCC at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- All spirits must be served by ARAMARK personnel.
- Any cocktail servers/models used for service of alcohol must provide ARAMARK with copies of the TAM or TIPS card for these personnel. ARAMARK reserves the right to exclude any personnel without prior approval.
- ARAMARK Alcohol Enforcement personnel reserve the right to observe the service and consumption of alcohol within the booth or meeting room at any time.
- All ARAMARK service personnel are required to follow ARAMARK's alcohol service policies and procedures.

All services include appropriate condiments & disposable service ware at no additional charge.



Credit Card Authorization Form

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
Toll Free: 800-CATER-11
Tel: 702-943-6910

SHOW NAME: _____

COMPANY: _____

BILLING ADDRESS: _____
(FOR CREDIT CARD) _____

TELEPHONE #: _____

FAX #: _____

E-MAIL: _____

☐ Company Check to be used for initial deposit.
Credit Card to be used for reorders and the balance of the bill.

☐ Credit Card to be used for all charges during the show and
for any re-ordering on site.

☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD

CARD HOLDER NAME: _____

CREDIT CARD #: _____

EXPIRATION DATE: _____

SIGNATURE: _____

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

****A copy of the credit card front and back must accompany this form.****

Under no circumstances will ARAMARK accept re-orders without a credit card on file.

Under no circumstances does ARAMARK take orders or credit card numbers over the phone.
Customer must either fax or mail order with signature of cardholder.

All services include appropriate condiments & disposable
service ware at no additional charge.

All prices are subject to 8.1% Sales tax and 19% administrative
charge. All prices are subject to change without prior notice.
Email us at LVCCSales@Aramark.com

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